

CONSTRUCTING THE JOB AND COMPETENCY FRAMEWORK

 **Dates and duration to be agreed upon**

 **Location to be agreed**

Please contact us for a personalised quote

OBJECTIVES

- Master the principles and tools for analysing core competencies within an organisation.
- Master the construction of an operational skills reference guide.
- Optimise the use of reference guides, in particular within the framework of setting up a strategic workforce planning process

THE BENEFITS OF YOUR TRAINING

- - High-level dynamic training based on teaching progression which encourages acquiring tools and methods that can be directly applied to the participants' professional environment;
- Importance given to exchanging experiences, practical work and case studies;

TARGET AUDIENCE

HR managers.

GOOD TO KNOW

Exemple de programme réalisable en 5 jours

EDUCATIONAL PROGRAMME

Module 1

Analysing an organisation's core competencies

- From job description to core competency and skills reference guides: history and changes.
- Mapping core competencies.
- Elements of core competency analysis: general description of the core competency, tasks and operations, conditions for implementation.
- The various methods of collecting data to analyse the core competencies.



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Module 2

Constructing the job and competency framework

- Defining the necessary skills.
- Tools to develop the reference guide: skills matrix, correlation table.
- The various actors associated with constructing the reference guide: HR department, managers, agents.
- Validating and updating the core competency and skills reference guides.



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Module 3

Uses of the job description and competency framework in human resource management

- Importance of the core competency and skills reference guide in training actions.
- Using the reference guides for recruitment, mobility, skills assessment and pay.
- The connections with strategic workforce planning.



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Prerequisites : Have held or currently hold a position related to the training theme