Developing Competency Framework & Conducting Competency Assessment Course

22 – 26 March 2027
Addis Ababa

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Training Center

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Ref: 36193_224911 **Date:** 22 – 26 March 2027 **Location:** Addis Ababa **Fees:** 4500 Euro

Overview

Organizational capability depends on the structured alignment of employee abilities with enterprise goals. This course provides systematic methods for developing competency framework structures and conducting competency assessment across workforce functions. Participants examine job analysis techniques, competency dictionary architecture, behavioral indicator definition, and evidence-based evaluation tools. Human resources specialists and organizational leaders learn how to map proficiency levels, detect skill gaps, and integrate competency architecture into appraisal and talent development workflows. This course is delivered by Agile Leaders Training Center.

Who Should Attend

- Human resources professionals designing job descriptions and structured competency models.
- Talent management specialists managing succession planning and internal mobility frameworks.
- Organizational development practitioners aligning workforce capability with operational objectives.
- Department heads and managers conducting structured staff capability assessments.
- Workforce planning analysts evaluating enterprise skill inventories and proficiency benchmarks.

Departments and Industries

This course supports organizational development and talent teams across a range of operating environments.

- Human Resources and Talent Acquisition Divisions
- Organizational Development and Learning Units
- Healthcare Administration and Clinical Management
- Banking, Financial Services, and Insurance Groups
- Technology and Professional Services Firms

Learning Objectives

By the end of this course, participants will be able to:

- Construct an organizational competency dictionary covering core, managerial, and functional competencies.
- Translate job analysis findings into measurable behavioral indicators and proficiency scales.
- Design structured assessment tools to evaluate workforce competency levels objectively.
- Identify organizational and individual skill gaps using evidence-based assessment matrices.
- Align competency frameworks with performance evaluations, promotion pathways, and succession plans.

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• Structure training needs analysis initiatives directly linked to key performance indicator dimensions.

Course Agenda

Day 1: Behavioral Competencies and Job Analysis

• Foundations of competency-based human resources management
• Role of behavioral competencies in modern job analysis
• Techniques for extracting critical competencies from job duties
• Integration of behavioral standards into employee appraisal processes
• Measurement strategies for evaluating competencies across the employment lifecycle

Day 2: Competency Dictionary Design and Gap Identification

• Architecture of an organizational competency dictionary
• Classification of core, functional, managerial, and enabling competencies
• Establishing baseline behavioral indicators for defined roles
• Methodologies for diagnosing workforce competency gaps
• Documenting and categorizing competency deficits across business units

Day 3: Developing Behavioral Indicators across Competency Types

• Drafting observable behavioral statements for core enterprise values
• Formulating observable indicators for managerial and supervisory roles
• Writing precise indicators for specialized functional competencies
• Defining performance benchmarks for enabling and cross-functional abilities
• Reviewing indicator clarity, measurability, and practical application

Day 4: Competency Management for Career Progression

• Building succession and replacement frameworks based on competency profiles
• Competency-driven promotion matrices and internal talent mobility
• Designing assessment rubrics for career progression readiness
• Mitigating bias in competency-based career advancement evaluations
• Reviewing organizational readiness for competency framework implementation

Day 5: Training Needs Analysis and Continuous Improvement

• Linking competency development with organizational continuous improvement initiatives
• Conducting competency-based training needs analysis to resolve identified gaps
• Mapping competency achievement to key performance indicator dimensions
• Formulating workforce capability action plans and review cycles
• Synthesizing assessment data for strategic talent development planning

Practical Exercises

Participants complete applied exercises to build functional tools for their organizations.

- Formulate behavioral indicators for a core competency using a standard proficiency scale.
- Map job descriptions into core, managerial, and functional competency requirements.
- Conduct a simulated competency assessment exercise to identify capability deficits.
- Design a training needs analysis plan connected directly to role-based key performance indicators.

FAQs

How does this course address competency framework development?

The syllabus covers the end-to-end process of building a competency dictionary, defining observable behavioral indicators, and classifying core, functional, and managerial abilities.

What assessment techniques are introduced during the sessions?

Participants examine multi-source assessment tools, behavioral rubrics, gap identification matrices, and evidence-gathering methods to evaluate employee capability accurately.

How can competency frameworks connect to succession planning?

The programme demonstrates how to establish objective readiness criteria and career progression pathways by comparing individual competency profiles against future leadership requirements.

Conclusion

Participants return to their organizations prepared to build, refine, and execute structured capability models. By mastering framework design and assessment methods, practitioners align human resources practices with strategic objectives, close critical workforce skill gaps, and establish transparent standards for talent advancement.