

HUMAN RESOURCES | COURSE BROCHURE

Competency-Based Management Training

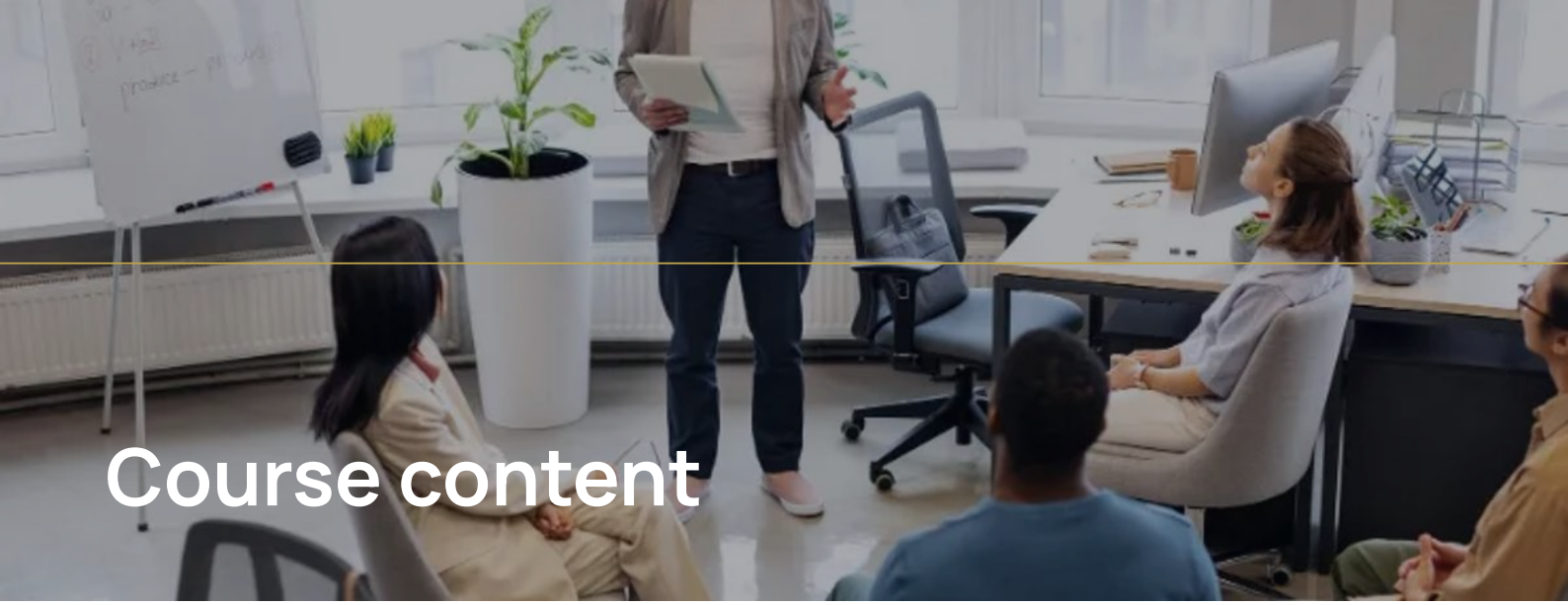
5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

This course provides a comprehensive exploration of competency-based management, focusing on identifying, developing, and leveraging competencies to enhance organisational performance. Participants will learn practical strategies for aligning competencies with business goals, improving workforce effectiveness, and fostering a culture of continuous improvement.

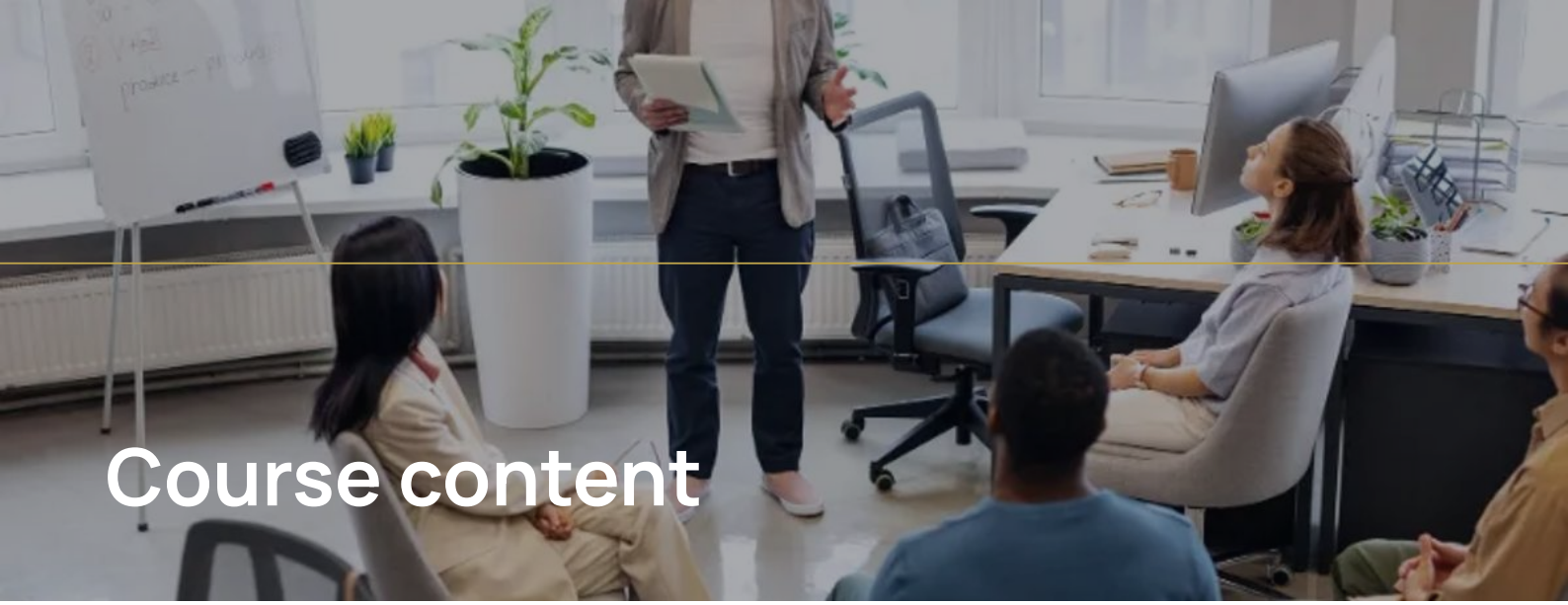
Organisations often struggle with aligning employee skills to strategic objectives, leading to inefficiencies and reduced performance. Competency-based management addresses these challenges by offering a structured approach to identifying and developing necessary skills within the workforce. This course equips participants with the tools to assess and enhance competencies effectively, ensuring that employees are well-prepared to meet organisational demands. Participants will engage in practical exercises that simulate real-world scenarios, enabling them to apply competency frameworks to their specific contexts, thereby improving their decision-making capabilities and contributing to a more agile and capable workforce. This training is essential for managers and HR professionals aiming to drive performance through targeted competency development.
The ability to implement competency-based management can significantly impact an organisation's success. Participants will learn to design competency frameworks that align with business strategies, assess employee competencies, and develop tailored training programmes. By practising these skills, attendees will be able to identify skill gaps, justify competency alignment with performance metrics, and foster a culture of continuous improvement. This course will empower participants to make informed decisions that enhance workforce effectiveness and drive organisational success. The hands-on approach ensures that participants leave with actionable plans and tools that can be immediately applied in their roles, making this training a valuable investment in professional development.

Professional Problems This Course Is Designed to Solve

- Difficulty translating subject knowledge into practical workplace decisions.
- Inconsistent approaches to the activities covered in the course outline.
- Lack of a structured plan for applying and reviewing new skills.

Course methodology

The course employs a blend of interactive workshops, case studies, and practical exercises to facilitate hands-on learning. Participants will engage in competency mapping exercises, role-playing scenarios, and group discussions to deepen their understanding of competency-based management. Each session culminates in the creation of specific work products, such as competency frameworks and development plans, which participants can implement in their organisations. This approach ensures that learning is not only theoretical but also practical, allowing participants to apply concepts directly to their workplace contexts. By collaborating with peers and receiving feedback, participants will enhance their skills in a supportive environment, fostering both individual and collective growth.



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Course objectives

By the end of this course, participants will be able to:
• Analyse the principles of competency-based management and its impact on organisational performance.
• Identify key competencies relevant to specific roles within the organisation.
• Design a competency framework tailored to the organisational goals and workforce needs.
• Assess current employee competencies using structured evaluation methods and identify skill gaps.
• Develop a competency development plan for targeted employee skill enhancement and training.
• Justify the alignment of competencies with business strategies and performance metrics to drive success.
• Implement competency-based training programmes effectively to enhance workforce skills and engagement.

Target audience

This course is suitable for:
• HR Managers responsible for workforce development and performance management.
• Team Leaders aiming to enhance team capabilities through structured competency frameworks.
• Training and Development Specialists focused on designing effective training programmes.
• Organisational Development Consultants assisting clients in competency alignment and performance improvement.

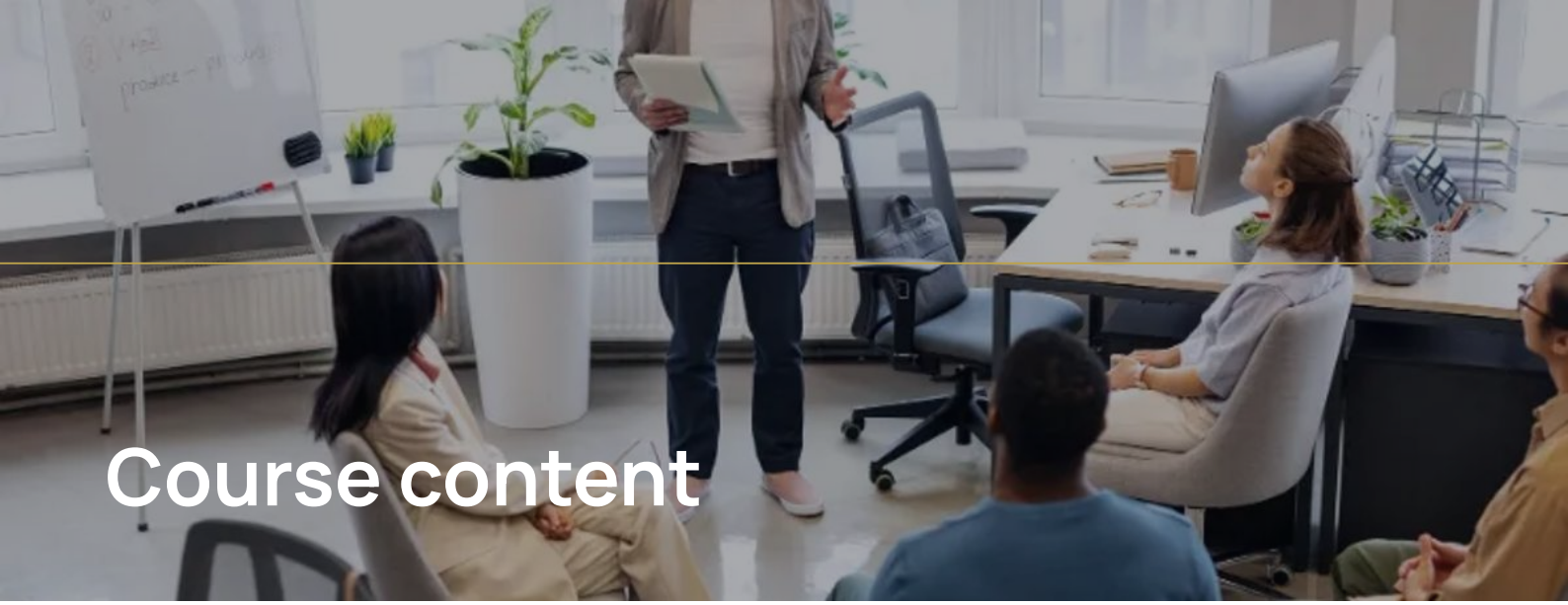
Target competencies

Participants will develop competencies in:
• Conduct competency assessments to identify skill gaps.
• Create tailored competency frameworks for various roles.
• Implement competency-based training programmes effectively.
• Evaluate the impact of competency development on organisational performance.
• Facilitate workshops to engage employees in competency mapping.
• Align competencies with strategic business objectives.

Course outline

Day 1: Understanding Competency-Based Management

Applied activity: Participants will analyse a fictional organisation's performance issues and identify how competency misalignment contributes to these challenges. They will work in groups to propose a competency framework that addresses these issues, considering specific roles and organisational goals.
Output: A draft competency framework addressing identified performance gaps, including key competencies and behavioural indicators.



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09:00–09:54	Define competency-based management and its significance in organisational success.
09:54–10:48	Explore the benefits of competency alignment in driving performance and engagement.
10:48–11:00	Identify key components of a competency framework and its applications.
11:00–11:30	**Coffee break**
11:30–12:12	Identify key components of a competency framework and its applications. (continued)
12:12–13:06	Discuss the role of competencies in employee performance and career development.
13:06–14:00	Examine case studies of successful competency implementation across industries.

Day 2: Identifying Key Competencies

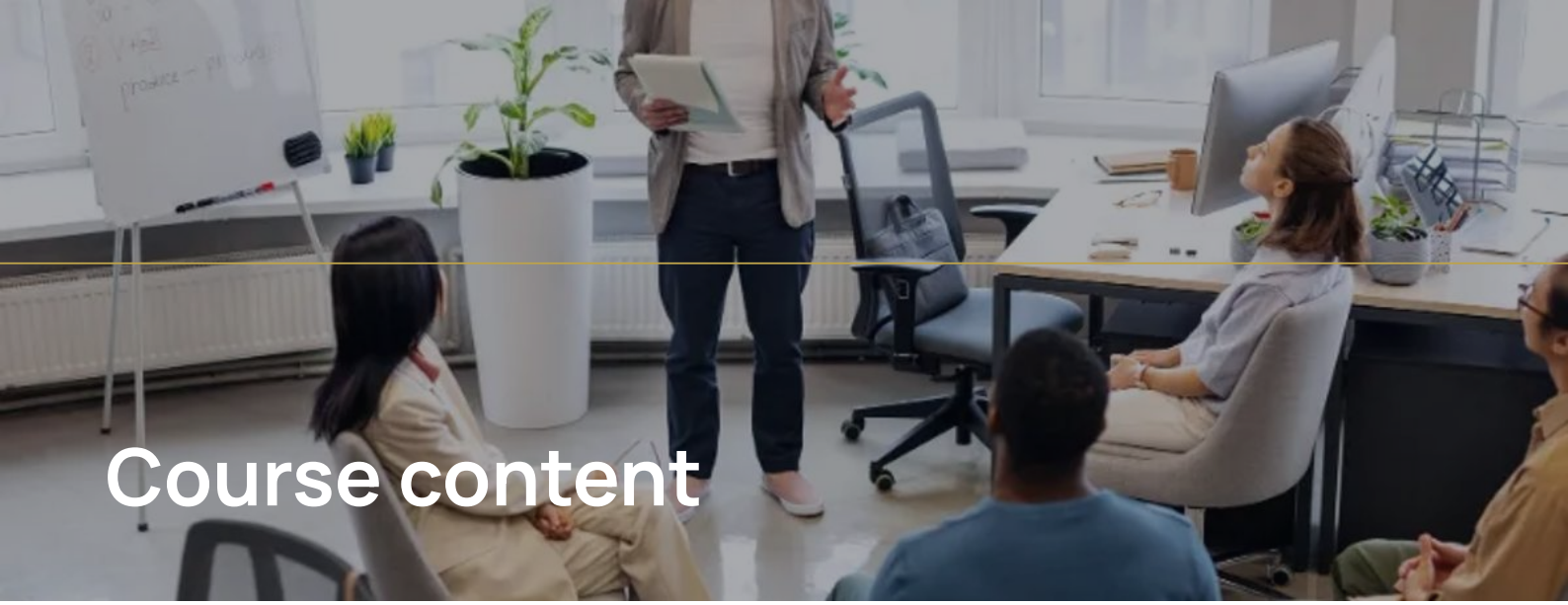
Applied activity: In groups, participants will conduct a job analysis for a selected role within a fictional organisation, identifying key competencies required for success. They will present their findings to the class, justifying their choices based on organisational goals.
Output: A comprehensive list of identified competencies for the selected role, including rationale and prioritisation.

09:00–09:54	Learn methods for identifying essential competencies for various roles within the organisation.
09:54–10:48	Conduct job analysis to determine required competencies and skills for success.
10:48–11:00	Utilise competency models to guide the identification process effectively.
11:00–11:30	**Coffee break**
11:30–12:12	Utilise competency models to guide the identification process effectively. (continued)
12:12–13:06	Engage in stakeholder interviews to gather insights on necessary competencies.
13:06–14:00	Prioritise competencies based on organisational needs and strategic objectives.

Day 3: Designing Competency Frameworks

Applied activity: Participants will design a competency framework for a specific department in a fictional organisation, incorporating behavioural indicators and levels of proficiency. They will collaborate to ensure alignment with business objectives and employee development needs.
Output: A complete competency framework document for the chosen department, including competencies, indicators, and levels.

09:00–09:54	Explore the structure of effective competency frameworks and their components.
09:54–10:48	Learn to align competencies with organisational goals and performance metrics.



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10:48–11:00	Incorporate behavioural indicators into competency descriptions for clarity.
11:00–11:30	Coffee break
11:30–12:12	Incorporate behavioural indicators into competency descriptions for clarity. (continued)
12:12–13:06	Develop competency levels for progression and assessment within the framework.
13:06–14:00	Create templates for competency frameworks that can be adapted for various roles.

Day 4: Assessing Competencies

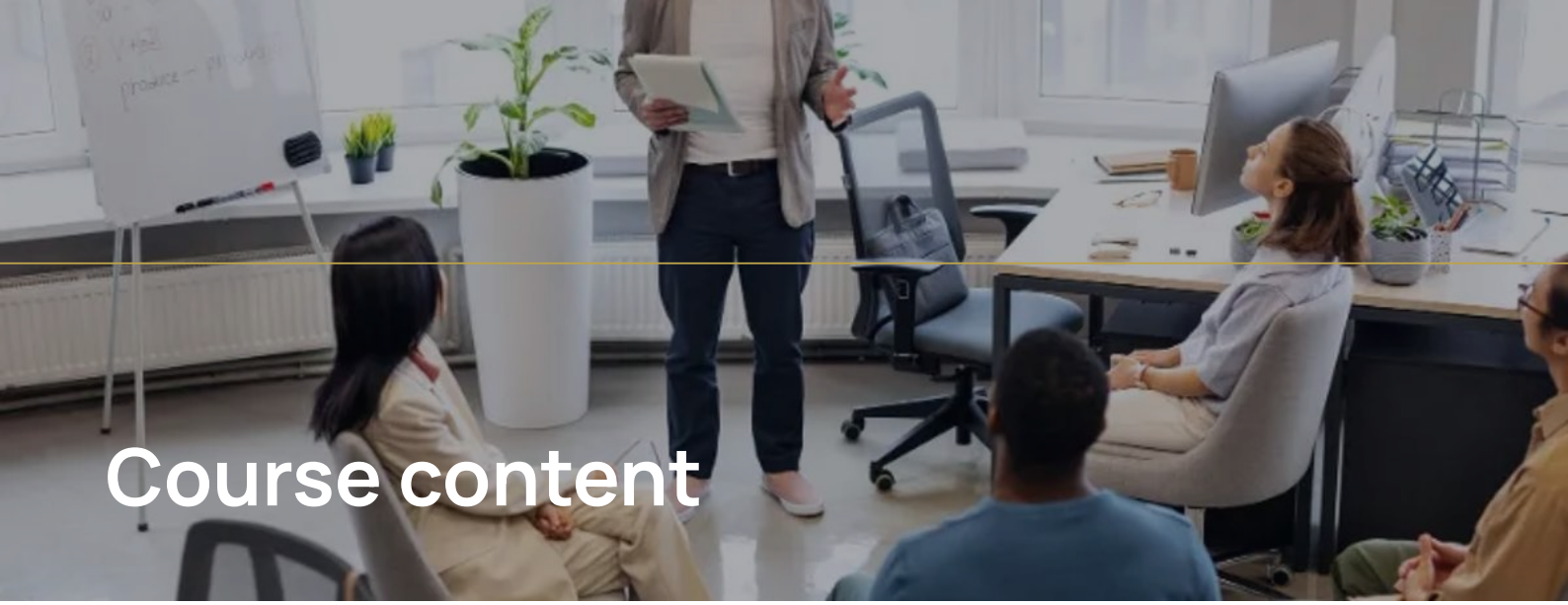
Applied activity: Participants will create an assessment tool for evaluating competencies within their designed framework, testing it through role-play scenarios with peers. They will refine their tools based on feedback received during the exercise.
Output: A competency assessment tool ready for implementation, including evaluation criteria and feedback mechanisms.

09:00–09:54	Examine various methods for assessing employee competencies effectively.
09:54–10:48	Learn to develop assessment tools and criteria for competency evaluation.
10:48–11:00	Implement competency assessments in a structured manner to ensure reliability.
11:00–11:30	Coffee break
11:30–12:12	Implement competency assessments in a structured manner to ensure reliability. (continued)
12:12–13:06	Evaluate assessment results to identify skill gaps and training needs.
13:06–14:00	Discuss feedback mechanisms for competency assessments to support employee development.

Day 5: Implementing and Evaluating Competency Development

Applied activity: In teams, participants will create a comprehensive competency development plan for a fictional employee, detailing training methods, timelines, and evaluation criteria. They will present their plans to the class for peer review and feedback.
Output: A competency development plan for the fictional employee, outlining specific training interventions and expected outcomes.

09:00–09:54	Develop competency development plans tailored to employee needs and organisational goals.
09:54–10:48	Learn strategies for implementing competency-based training programmes effectively.
10:48–11:00	Evaluate the effectiveness of competency development initiatives through metrics and feedback.
11:00–11:30	Coffee break



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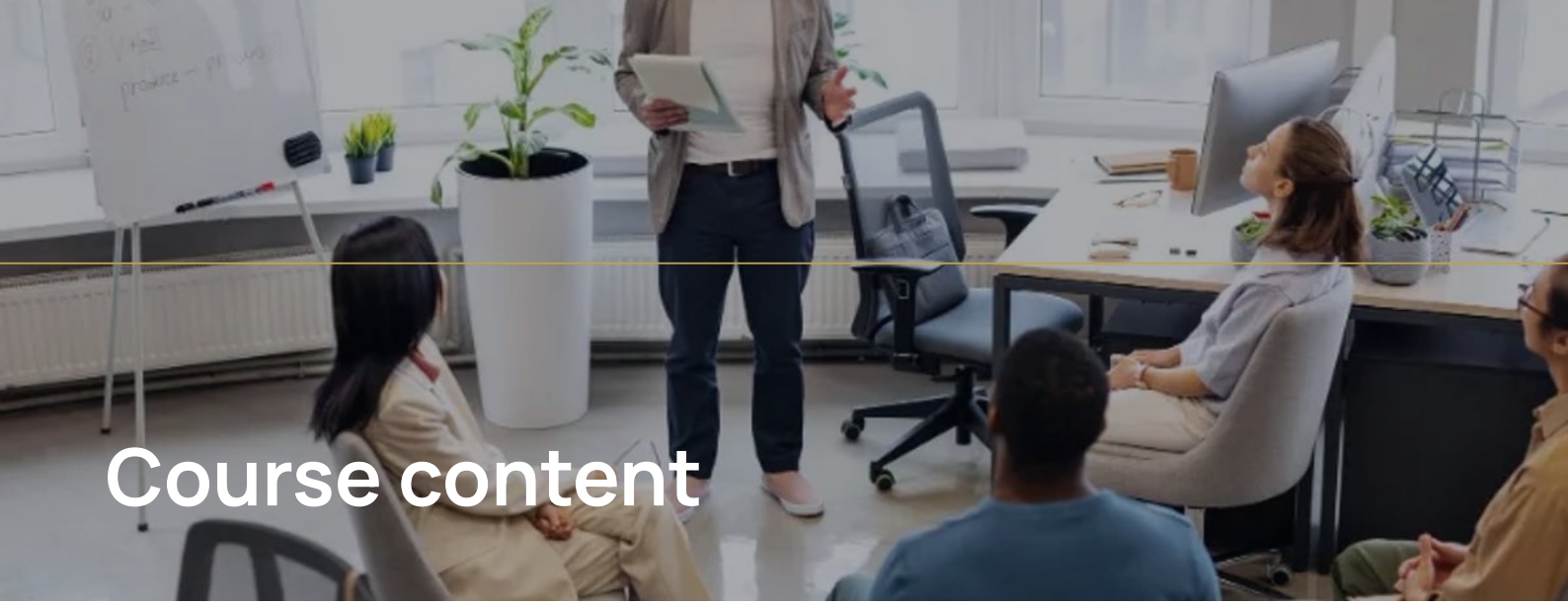
11:30–12:12	Evaluate the effectiveness of competency development initiatives through metrics and feedback. (continued)
12:12–13:06	Foster a culture of continuous improvement through competencies and employee engagement.
13:06–14:00	Align competency development with performance management systems for ongoing success.

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.

Dates, venues and fees

Current published course plans. Fees are per participant in GBP, excluding unconfirmed taxes.

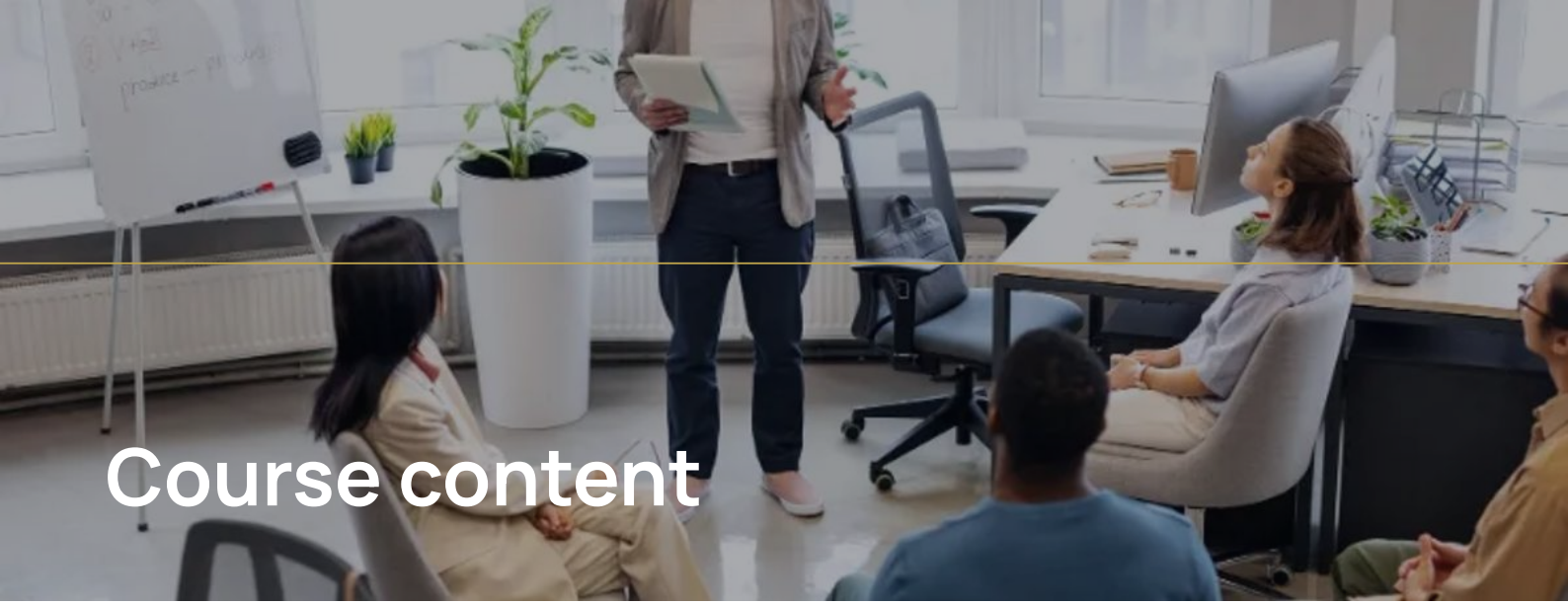
Venue	Start date	End date	Fee (GBP)
Singapore Confirmed dates	16 Nov 2026	20 Nov 2026	**£2,820.–**
Online Confirmed dates	16 Nov 2026	20 Nov 2026	**£1,250.–**
London Confirmed dates	7 Dec 2026	11 Dec 2026	**£2,450.–**
Online Confirmed dates	7 Dec 2026	11 Dec 2026	**£1,250.–**
Dubai Confirmed dates	14 Dec 2026	18 Dec 2026	**£3,150.–**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**£1,250.–**



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Dates, venues and fees (continued)

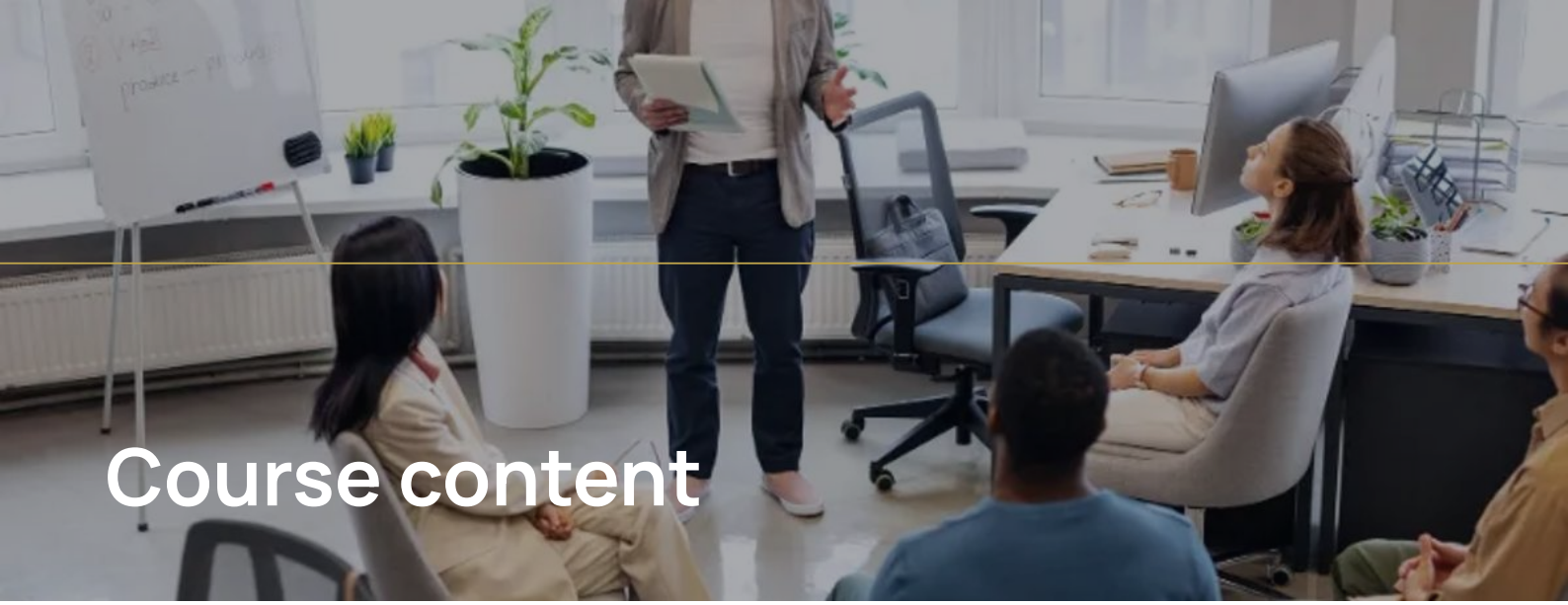
Venue	Start date	End date	Fee (GBP)
Frankfurt Confirmed dates	4 Jan 2027	8 Jan 2027	**£2,650.-**
Online Confirmed dates	4 Jan 2027	8 Jan 2027	**£1,250.-**
Rome Confirmed dates	11 Jan 2027	15 Jan 2027	**£2,450.-**
Online Confirmed dates	11 Jan 2027	15 Jan 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	18 Jan 2027	22 Jan 2027	**£1,450.-**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**£1,250.-**
Paris Confirmed dates	1 Feb 2027	5 Feb 2027	**£2,860.-**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**£1,250.-**
Istanbul Confirmed dates	15 Feb 2027	19 Feb 2027	**£2,650.-**



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Dates, venues and fees (continued)

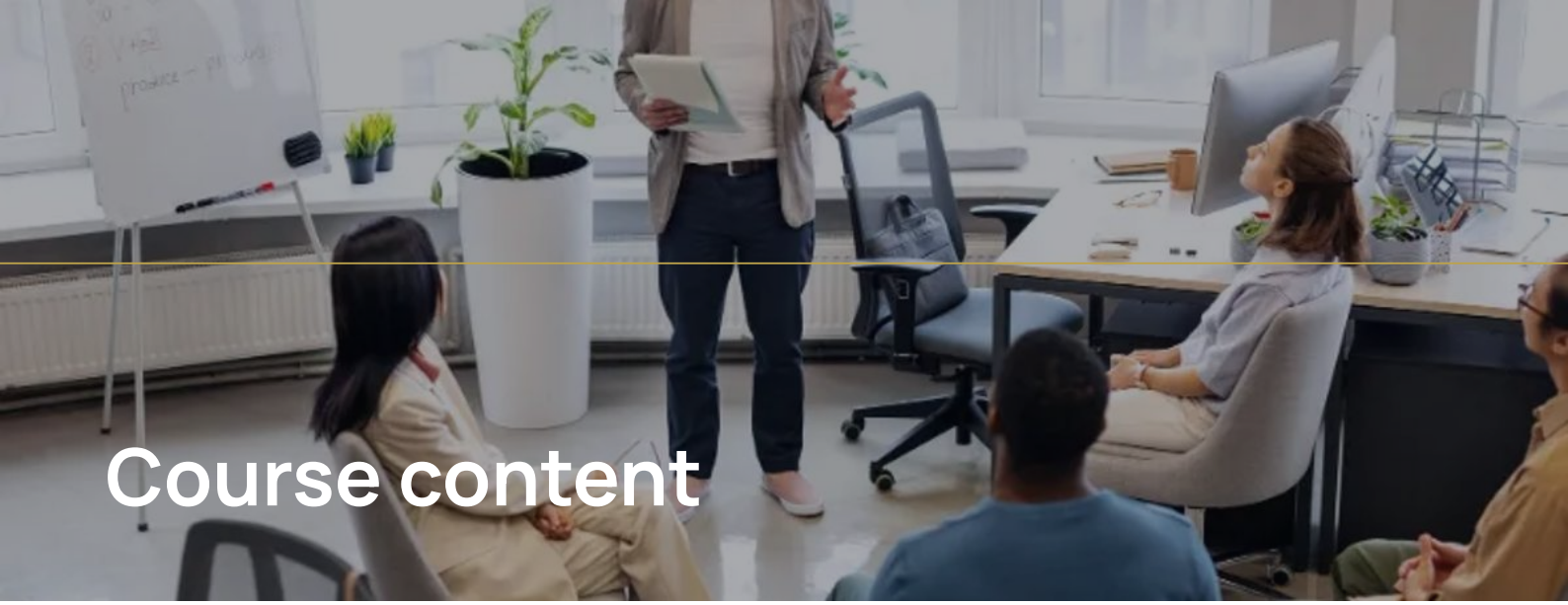
Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	15 Feb 2027	19 Feb 2027	**£1,250.–**
Amsterdam Confirmed dates	1 Mar 2027	5 Mar 2027	**£2,540.–**
Online Confirmed dates	1 Mar 2027	5 Mar 2027	**£1,250.–**
Cape Town Confirmed dates	8 Mar 2027	12 Mar 2027	**£1,890.–**
Online Confirmed dates	8 Mar 2027	12 Mar 2027	**£1,250.–**
Singapore Confirmed dates	15 Mar 2027	19 Mar 2027	**£2,820.–**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**£1,250.–**
London Confirmed dates	5 Apr 2027	9 Apr 2027	**£2,450.–**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**£1,250.–**



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Dates, venues and fees (continued)

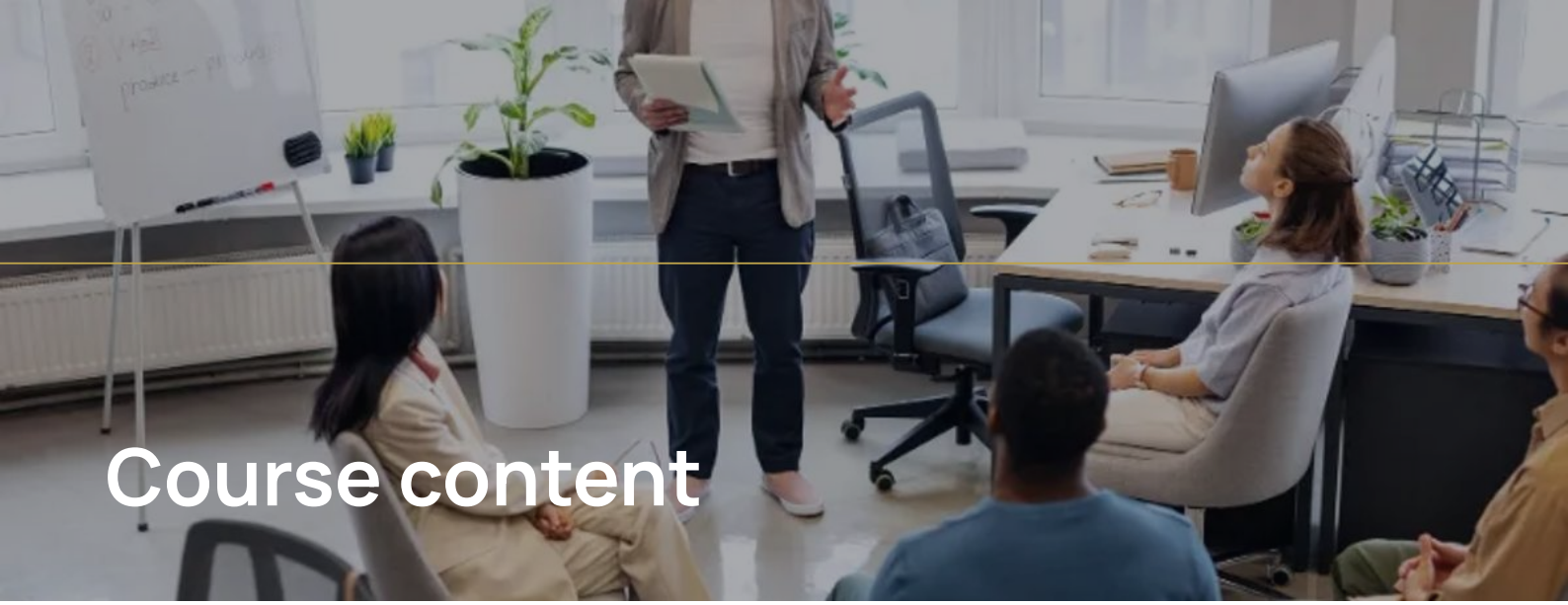
Venue	Start date	End date	Fee (GBP)
Dubai Confirmed dates	19 Apr 2027	23 Apr 2027	**£3,150.-**
Online Confirmed dates	19 Apr 2027	23 Apr 2027	**£1,250.-**
Frankfurt Confirmed dates	3 May 2027	7 May 2027	**£2,650.-**
Online Confirmed dates	3 May 2027	7 May 2027	**£1,250.-**
Rome Confirmed dates	10 May 2027	14 May 2027	**£2,450.-**
Online Confirmed dates	10 May 2027	14 May 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	17 May 2027	21 May 2027	**£1,450.-**
Online Confirmed dates	17 May 2027	21 May 2027	**£1,250.-**
Paris Confirmed dates	7 Jun 2027	11 Jun 2027	**£2,860.-**



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Dates, venues and fees (continued)

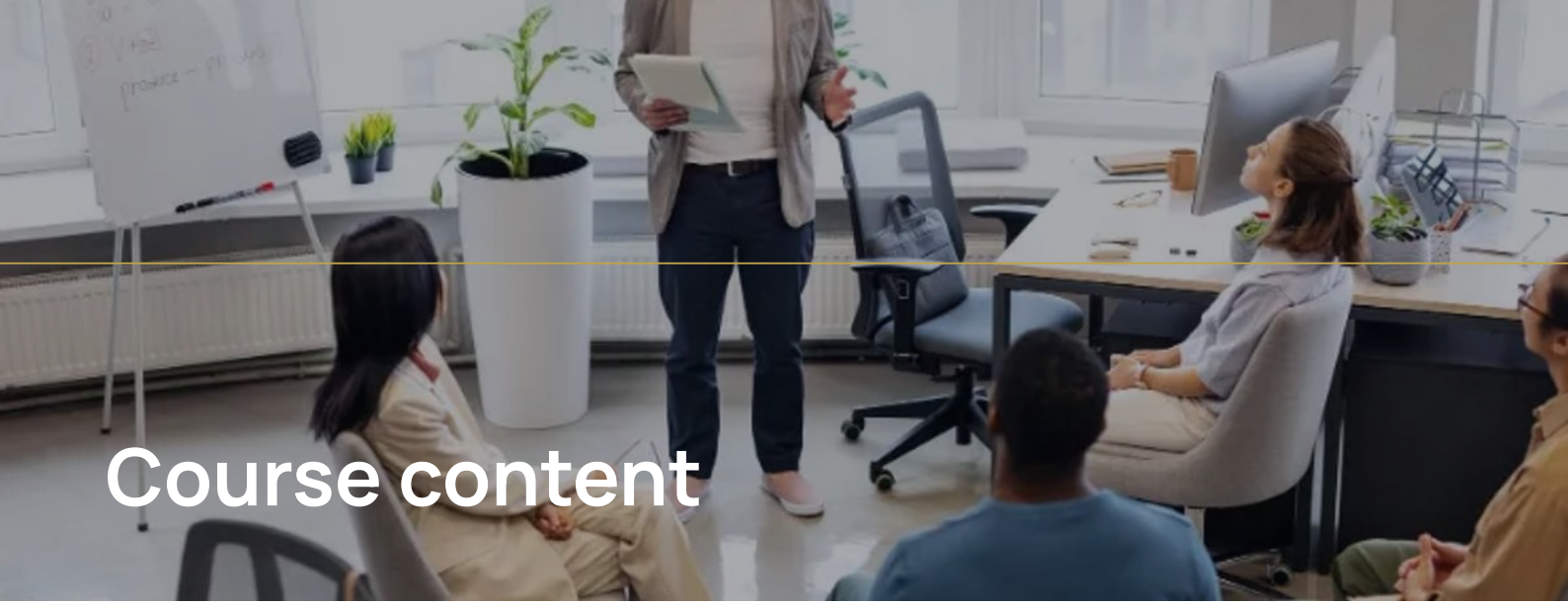
Venue	Start date	End date	Fee (GBP)
Online Confirmed dates	7 Jun 2027	11 Jun 2027	**£1,250.–**
Istanbul Confirmed dates	21 Jun 2027	25 Jun 2027	**£2,650.–**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**£1,250.–**
Amsterdam Confirmed dates	5 Jul 2027	9 Jul 2027	**£2,540.–**
Online Confirmed dates	5 Jul 2027	9 Jul 2027	**£1,250.–**
Vienna Confirmed dates	12 Jul 2027	16 Jul 2027	**£2,940.–**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**£1,250.–**
Singapore Confirmed dates	19 Jul 2027	23 Jul 2027	**£2,820.–**
Online Confirmed dates	19 Jul 2027	23 Jul 2027	**£1,250.–**



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Dates, venues and fees (continued)

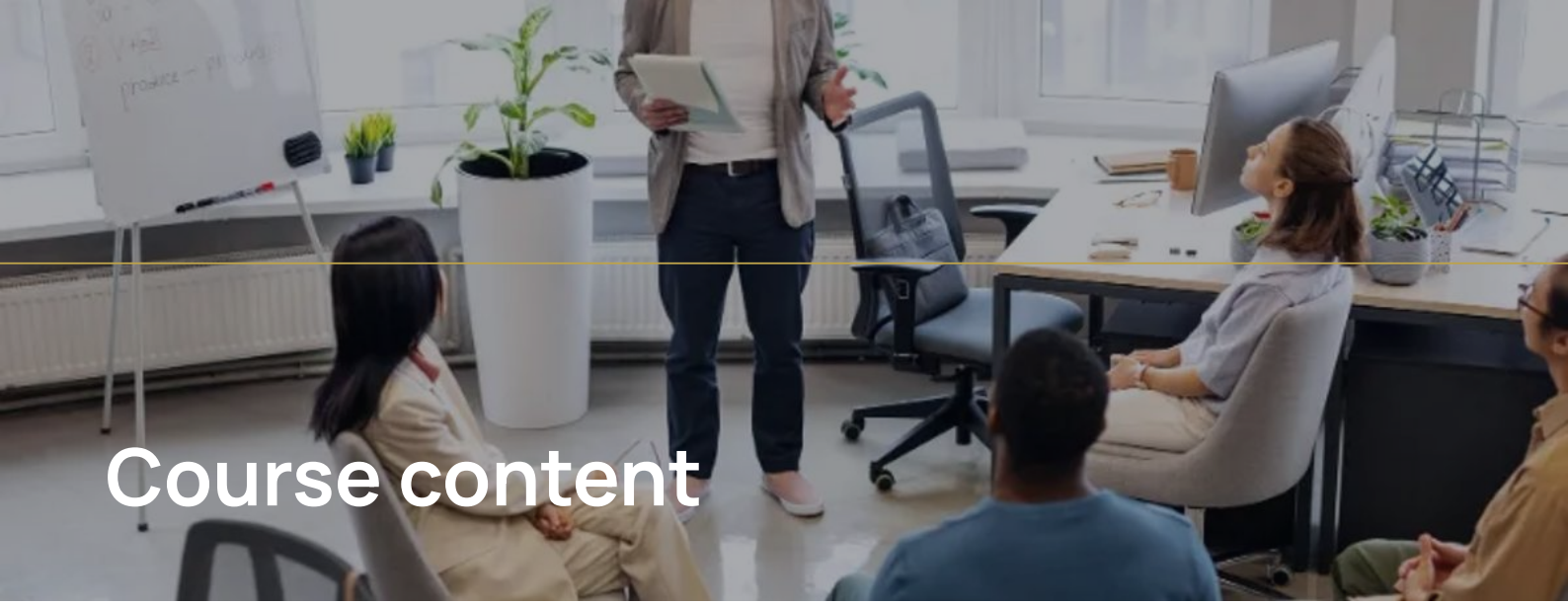
Venue	Start date	End date	Fee (GBP)
London Confirmed dates	2 Aug 2027	6 Aug 2027	**£2,450.-**
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**£1,250.-**
Dubai Confirmed dates	16 Aug 2027	20 Aug 2027	**£3,150.-**
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**£1,250.-**
Frankfurt Confirmed dates	6 Sept 2027	10 Sept 2027	**£2,650.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**£1,250.-**
Barcelona Confirmed dates	13 Sept 2027	17 Sept 2027	**£2,840.-**
Online Confirmed dates	13 Sept 2027	17 Sept 2027	**£1,250.-**
Kuala Lumpur Confirmed dates	20 Sept 2027	24 Sept 2027	**£1,450.-**



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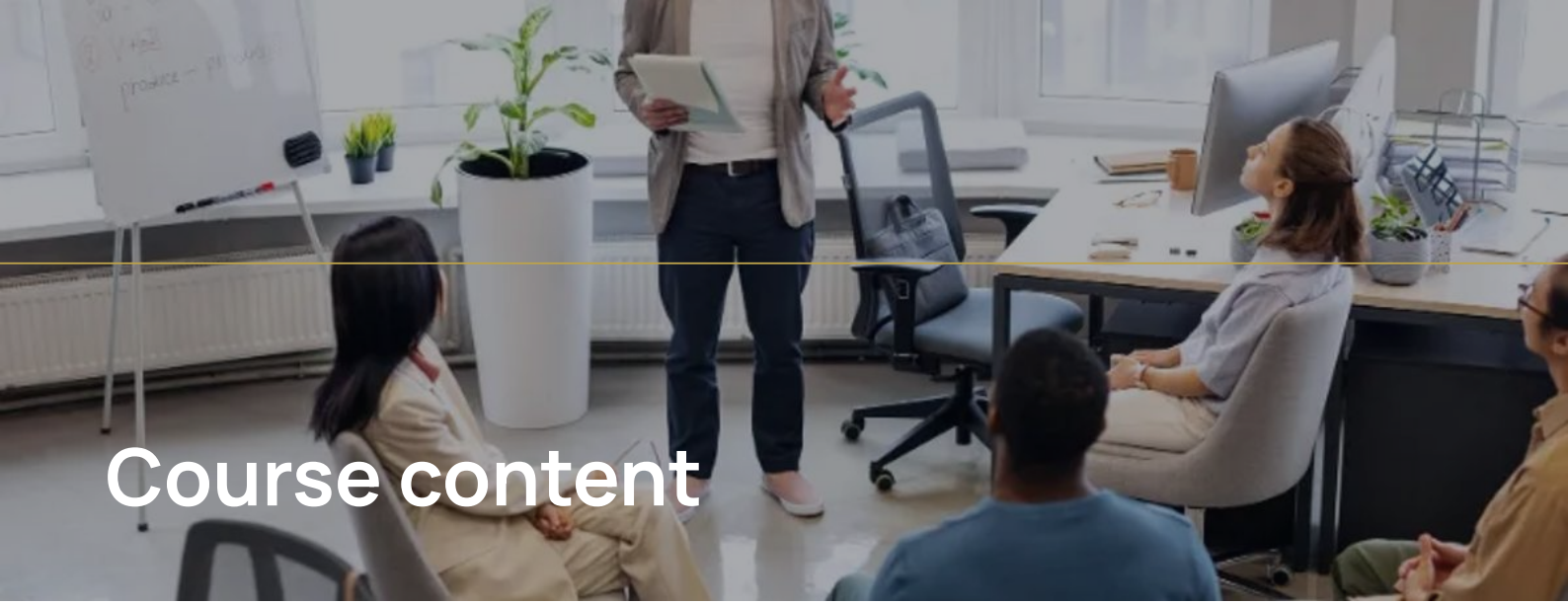
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Paris Confirmed dates	4 Oct 2027	8 Oct 2027	**£2,860.–**
Online Confirmed dates	4 Oct 2027	8 Oct 2027	**£1,250.–**
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Dates, venues and fees (continued)

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Dubai Confirmed dates	13 Dec 2027	17 Dec 2027	**£3,150.–**
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Course content

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon UK certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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