

# Competency-Based HR Management

## Course Overview

This interactive course has been designed to give you an excellent overview of the best Competency-based HR Management approaches.

Moreover, building your skills and capabilities and providing you with the tools necessary to design and execute a precise Competency-based HR Management strategy to assure that the supply of talent is aligned with your strategic business objectives.

## Course Outline

- Introduction
  - Understanding Competency-based HR Management
  - Talent Management Process
- Competency Model
  - What is Competency Modeling?
  - How Competency Models are Structured?
  - Developing a Competency Model
  - Competency-based Job Analysis
- Talent Acquisition “Hire hard...Manage easy!”
  - Personnel Planning
  - The Recruitment Process
  - Competency-based Interviews
- Talent Development
  - Competency-based Training and Development
  - Learning Management
  - ADDIE Model
- Talent Identification
  - Competency-based Performance Management
    - Nine box Matrix system
    - Talent Review Meeting
  - Succession Planning
    - Talent Pool-based Succession Planning
    - Succession Planning Candidate
- Talent Retention (Fostering Engagement )
  - The State of Being Engaged
  - Retention Strategies
  - Competency-based Pay
  - Employee Motivation
  - Flexible Work Arrangements

## Training Methodology

This course is a highly interactive training course, providing each participant the opportunity to exchange views and learn from other’s experiences. Moreover, it includes a range of case studies, group guided discussions, workshops and exercises.

## Learning Objectives

Upon completion of this course, participants will be able to:

- Apply the multifaceted aspects of competency-based HR management in their own organizations
- Describe the skills required to manage high potential candidates
- Recognize and foster talent within an organization
- Explain the principles of competency-based HR management
- Use the language for talent management
- Improve employee job satisfaction, engagement and retention

## Who Should Attend

- CEO's
- Top and Middle Managers
- Human Resources Directors
- HR Managers
- Talent Management leaders

**Course Duration:** Three days from 9:00AM to 3:00PM

**Registration Deadline:** One week before the course date

## Course Fees

- 2850 EGP (Registration is confirmed only upon payment)
- Fees include materials and attendance certificate
- Complimentary coffee breaks and light lunch

## Course Venue

Top Business premises: 17, Abdel Wahab Selim Elbeshry St. Sheraton Heliopolis, Cairo, Egypt.

## For Registration

- Logon to [www.topbusiness-hr.com/Course\\_Register](http://www.topbusiness-hr.com/Course_Register) to fill a registration form. Alternatively you can request a registration form by mail from: [training@topbusiness-hr.com](mailto:training@topbusiness-hr.com).
- Payment should be made one week prior to course.
- Payment by cheque in Top Business's name or cash to our address.

## For More Information

17, Abdel Wahab Selim Elbeshry St.,  
Sheraton Heliopolis, Cairo - Egypt

T. +2 02 226 871 44 / +2 02 226 871 45

Ext. 440/1

F. +2 02 226 871 58

M. +2 010 229 20 433

[training@topbusiness-hr.com](mailto:training@topbusiness-hr.com)

[www.topbusiness-hr.com](http://www.topbusiness-hr.com)