

Competency-based Training Analysis

Course Overview

The workshop is mainly designed to help training specialists maintain efficiency and save their company budget. The course starts with creating competency based job descriptions to design a full competency based training. This is to guarantee retaining and motivating employees efficiently & effectively.

Course Outline

- Introduction
- Module 1: The Competency Model
 - What is Competency Modeling?
 - How Competency Models are structured?
 - Developing a Competency Model
- Module 2: Competency-based Training (Learning Management)
 - How to Conduct Training Needs Assessment (TNA)?
 - o Organization analysis
 - o Person analysis
 - o Task analysis
 - Designing an Effective Training Plan that Works
 - o How to Write SMART Objectives for your Training Plan
 - o Deciding How to Evaluate the Training Program Outcome
 - Development of Training Materials and Session plan
 - Implementation of Training
 - o Presentation Methods
 - o Hands-on Methods
 - o Group-based Methods
 - Training Evaluation
 - o Affective (Reaction)
 - o Cognitive (Learning)
 - o Skill-based (Behavior)
 - o Results
 - o Return on Investment (ROI)

Learning Objectives

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

- Determine the importance of Competencies in organization Development.
- Write competency-based Job profile.
- Analyze & determine the gap in performance linked to competencies.
- Evaluate Training Effectiveness to ensure return on training Investment (ROTI)
- Write SMART training objectives.
- Design an Effective Training Plan and Evaluate its Outcome

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 group guided discussions, workshops and exercises.

Who Should Attend

- Line and Middle Managers
- Training Professionals and Training Managers who are looking forward to become Subject Matter Expert (SME) in the training Field.

Course Duration: Two days from 9:00AM to 4:00PM

Registration Deadline: One week before the course date

Course Venue

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

Registration & Payment:

- Logon to 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.
- Course fees include material, light lunch, coffee break and certificate.
- Payment by cheque in Top Business's name, cash to our address or by bank transfer.
- Payment is due within 3 working days from course confirmation. Your registration is confirmed only after course payment
- Payment is nonrefundable, however participant can be substituted or can attend next confirmed round of the same course or another course.

For More Information

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