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COMPETENCY MODELLING
CERTIFICATION
COURSE

COMPETENCY MODELLING
CERTIFICATION COURSE

Competency Modelling is a Human Resource Management practice that standardises and integrates all HR activities. By performing an in-depth analysis of the various organisational and individual factors, and building on a well established methodology, robust competency frameworks are created, enabling organisations to build resilient and sustainable HR structures. Competencies also empower employees to perform successfully in their roles and contribute to the achievement of the business objectives.

WHO SHOULD ATTEND?

✔ Senior HR Professionals

✔ HR Consultants

In this workshop, participants learn how to design and develop competency models and integrate them with the full range of HRM practices.

We know not everyone is the same and people learn in different ways. This is why we take participants through a learning journey, including formal learning, and activities and practice that can be applied immediately. Our modular learning approach covers:

1. COMPETENCY MODELING FOUNDATION – 2 days, in-class

2. COMPETENCY MODELING ADVANCED – 3 days, in-class

3. CERTIFICATION ASSIGNMENT – 1 day, individual study

4. COMPETENCY MODELING SKILLS BUILDING DAY – 1 day, in-class

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LEARNING **APPROACH**

In the learning journey, we use a number of techniques that challenge the learners' understanding, immerse them in real-life situations, and allow them to assimilate and internalise their learning.

COURSE **METHODOLOGY**

Our course is built around 4 main learning priorities:

LEARNER CENTERED
Our learners are the main focus of our courses. The entire learning experience is designed to encourage learners to own the learning process.

STRATEGIC FOCUS
We put focus on ensuring we are building strategic capability and enabling decision making.

HIGHLY PRACTICAL
Our courses promote highly practical and actionable concepts, using a case-base format, facilitated by Senior HR Consultants.

ON THE JOB TRANSFER
We embed in our courses an appropriate level of guidance to ensure on-the-job post training utilisation and realisation of measurable results.

LEARNING ACTIVITIES

All our learning programs combine a variety of learning activities to ensure our learners get the maximum value.

COACHING

INTERACTIVE EXERCISES

CASE STUDIES

INTERACTIONS THROUGH GROUP EXERCISES

PARTICIPATION TO ENSURE TRANSFER OF KNOWLEDGE

REFLECTION & SELF ASSESSMENT

REALISTIC HANDS-ON PRACTICE
Including extensive practice to apply and internalise the knowledge offered through a complex and engaging Competency Modelling Case Study. Participants are required to build a comprehensive competency model for a given organisation during the 4 days of training, going through all the major EDVI activities while using the Riverwaves Dictionary.

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COMPETENCY MODELLING
COURSE FORMAT

The course is organised as a modular programme that accounts for individual time requirements, and for the time needed to internalise the knowledge. The format includes 4 main modules, delivered over a period of 6 non-consecutive days.

1. Competency Modelling Foundation
2 days, in-class

Participants are introduced to the concept of competency and competency models, exploring various components and concepts, discovering the benefits of well-formed competency models at an individual and organisational level. The module also covers, in a highly interactive and thought provoking manner, the essential activities performed before starting a competency modelling project. It also provides a thorough exploration of the Riverwaves Competency Dictionary.

2. Competency Modelling Advanced
3 days, in-class

Learners are now capitalising on the knowledge acquired in Module 1, while continuously being exposed to increasing levels of knowledge complexity, blended with highly realistic and extensive hands-on practice. During this module, learners are guided and coached on how to build robust competency models based on EDVI – the well established Riverwaves methodology.

3. Certification Assignment
1 day, individual study

Upon successful completion of the Advanced Module, learners are automatically eligible for the Certification Assignment. The assignment is based on individual study and is presented as a realistic, detailed case study, aiming to measure and ensure each participant meets the standard proficiency level needed to obtain Competency Modelling Design certification.

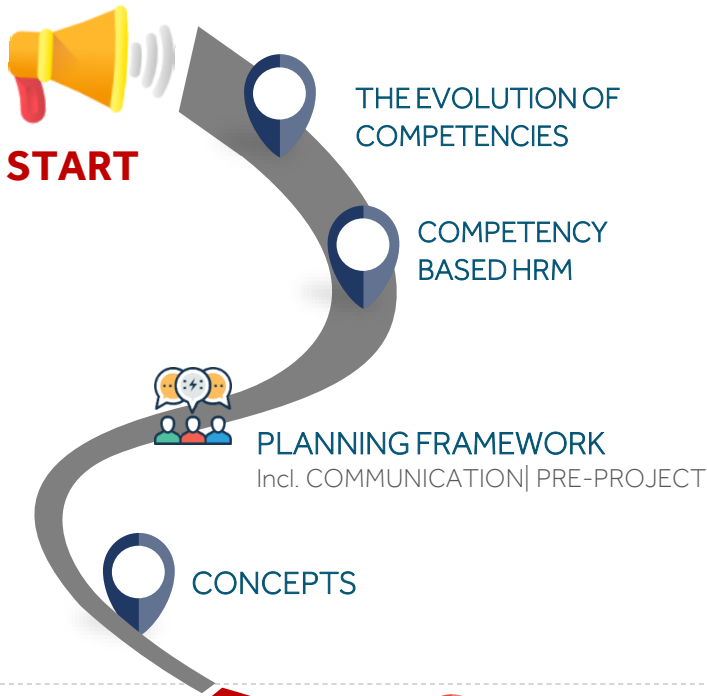## 4. Competency Modelling Skills Building Day
1 day, in-class

Our goal is to ensure all our participants get the support they need in order to successfully apply the learnings. During this 1 day refresher module, we will revisit key concepts, discuss learnings and address practical applications.
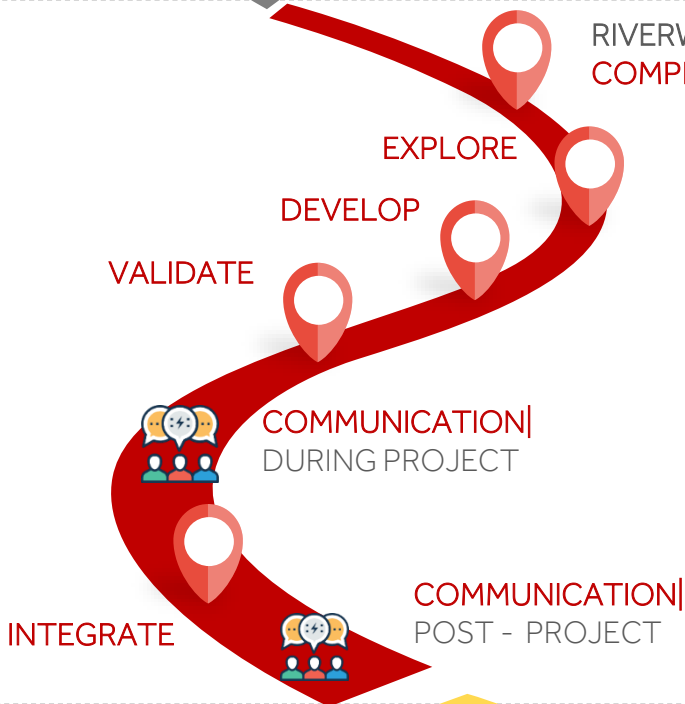
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LEARNING
JOURNEY

We believe learning is a journey on which you progress as you accumulate more experience, gain knowledge and interact. Take a look at your learning journey embedded in our Competency Modelling Course.

START

THE EVOLUTION OF COMPETENCIES

COMPETENCY BASED HRM

PLANNING FRAMEWORK
Incl. COMMUNICATION| PRE-PROJECT

CONCEPTS

1 **FOUNDATION** MODULE

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COMPETENCY MODELLING METHODOLOGY

EXPLORE

DEVELOP

VALIDATE

2 **ADVANCED** MODULE

COMMUNICATION|
DURING PROJECT

COMMUNICATION|
POST - PROJECT

INTEGRATE

CASE STUDY ASSIGNMENT

3 **CERTIFICATION** ASSIGNMENT

COURSE FOLLOW-UP &
KNOWLEDGE REFRESHER

4 **SKILLS BUILDING** DAY

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COURSE OUTLINE
COMPETENCY MODELING FOUNDATION

This module covers, in a highly interactive and thought provoking manner, essential Competency Modelling concepts and theories, benefits and challenges. It also introduces a methodical approach to building tailored and bespoke models.

✓ The Evolution of Competencies

An introduction to the concept of competencies, what they are and how we use them:

- ✓ Competency orientation
- ✓ Competencies evolution

✓ Competency Based HRM

Discover what HRM stands for, what it is and how we use it. Explore some of the benefits and associated challenges and learn how you can demonstrate its value:

- ✓ What is it? Why and when can we use it?
- ✓ Benefits
- ✓ Challenges

✓ Competency Concepts

Find out the main structural elements of competencies, get familiar with the competency architecture and discover what are "competency dictionaries":

- ✓ Structural elements
- ✓ Architecture
- ✓ Profile
- ✓ Dictionaries

Planning Framework
incl. Communication| Pre-Project

Acquire the needed pre-project planning and arrangements before you start building your tailored competency model:

- ✓ Understand the various project pre-requisites
- ✓ Build your communication plan

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Participants are presented with the Riverwaves Competency Modelling Methodology (EDVI), while delving into the details of each subsequent phase and thoroughly experiencing it from A - Z through extensive hands-on practice, and through building a realistic competency model for a given organisation.

Explore

- ✓ Discover the kind of information you need to gather.
- ✓ Find out the suitable data collection tools for different circumstances.
- ✓ Practise gathering individual and organisational data, using a variety of approaches.

Develop

- ✓ Learn the techniques to analyse the collected data to be able to elicit the relevant competencies.
- ✓ Discover and flag competency gaps.
- ✓ Practice selecting the relevant and effective competencies.
- ✓ Experiment defining competencies and building behavioural indicators and proficiency levels.
- ✓ Learn how to create job families and use job profiles in competency modelling.

Communication| During Project

- ✓ Understand how to give your organisation a teaser on the project.
- ✓ Know the elements needed to create effective messages.

Validate

- ✓ Learn how to validate the new model ensuring comprehensiveness, validity and reliability.

Integrate

- ✓ Discover how to integrate the newly created competencies with your Talent Management processes:
  - ▪ Selection and Recruitment
  - ▪ Performance Management
  - ▪ Succession Management
  - ▪ Career Planning
  - ▪ Learning and Development

Communication| Post Project

- ✓ Know the components of your post- project launch plan.
- ✓ Get equipped with the needed tools.
- ✓ Get exposed to the challenges and obstacles that can face you during communicating the project.
- ✓ Practise your communication in each challenging scenario.

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> The purpose of the Certification Assignment is to measure the knowledge, skills and abilities demonstrated post-course in accordance with the Riverwaves best practices and quality standards.

The certification process includes several activities, divided between in-class and individual study.

In-class|
Knowledge Tests

- ✓ **Type:** multiple choice
- ✓ **No. of tests:** 2
- ✓ **Duration:** 45 minutes
- ✓ **Retesting:** allowed

Individual Study|
Certification Assignment

- ✓ Upon successful completion of the course, participants are provided with the digital "Certification Package" including a realistic case study and detailed assignment requirements.
- ✓ Assignments are to be submitted for evaluation and grading purposes within 1 month of the course completion date.

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4 COURSE OUTLINE
SKILLS BUILDING DAY

We learn by doing and we learn from others, that's why we promote continuously building skills to enhance the learning experience and to maximise the benefits for all our course participants.

The aim of the Skills Building Day is to refresh, review, reinforce and further enhance the existing knowledge and skills of participants. Our aim is to ensure learning continues long after the formal course is complete and concepts are successfully put into practice, with the right support and guidance.

KNOWLEDGE REFRESHER

Failing to recall information inhibits the practical application of the knowledge and impacts confidence. Therefore, we ensure participants are provided with a crisp and coherent summary of the key learning concepts, with an emphasis on the areas they are most interested in.

ENHANCING SKILLS

Skills are continuously polished through hands-on practice and experimentation. We encourage all participants to start applying the knowledge immediately after the training. This is done during the Skills Building Day, as an opportunity to further refine applied skills. Group discussions are facilitated, encouraging participants to ask thought-provoking questions based on their own experience, while building on everyone's input.

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WHY LEARN WITH US?

CUSTOMISATION

We customise our workshops to suit specific client needs. From simple tailoring to designing new content and activities, workshops are made to fit your organisation. It is as close as you get to made-to-order workshops.

FLEXIBITLIY

Schedule workshops as per your convenience. Workshops can be lengthened, shortened, or combined. Moreover, you can have workshops delivered at your preferred location.

EXPERTISE

Our workshops are developed and delivered by HR experts. They bring in years of hands-on experience, and give participants a sample of real-life scenarios and practical applications.

EXEPRIENTIAL

We deliver highly interactive, experiential workshops. We focus on practice, activities and experiences, to support the internalisation of learning, and help participants link it to their particular work situation.

GAMIFICATION

We employ games and gamification techniques to increase participant engagement and create a more inviting, fun learning environment.

CPD ACCREDITED

Our workshops are CPD accredited and comply with the "Continuing Professional Development" standards and benchmarks, signaling the highest standard of quality.

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