

Course No. 1724

Competency-Based Human Resource Management Training Course

**PUBLIC SECTOR HUMAN CAPITAL & WORKFORCE DEVELOPMENT
GOVERNMENT & PUBLIC SECTOR**

DURATION

5 Days

DELIVERY

Classroom



Course Overview

The Competency-Based Human Resource Management Training Course provides a strategic and practical framework for designing and implementing human resource management practices around clearly defined competencies. The course enables organizations to align workforce capabilities with business strategy, organizational priorities, job requirements, and future workforce needs across government entities, ministries, public-sector organizations, banks, financial institutions, oil and gas organizations, and large corporations.

Competency-based human resource management moves beyond traditional job descriptions and qualification-based approaches by identifying the knowledge, skills, behaviors, and capabilities required for successful performance in specific roles. When applied consistently, competency frameworks can support recruitment, selection, performance management, learning and development, career progression, talent management, and succession planning.

The program covers the key components of competency-based HR management, including competency frameworks, job and role analysis, core and functional competencies, behavioral competencies, proficiency levels, competency dictionaries, assessment methodologies, and competency-based HR processes. Participants will learn how to translate organizational strategy into practical competency requirements for different job families and organizational levels.

Particular emphasis is placed on integrating competencies across the employee lifecycle. Participants will explore how competency models can strengthen recruitment and selection, improve performance evaluation, identify development gaps, support career planning, enhance talent reviews, and contribute to succession readiness. The course also addresses governance, implementation challenges, stakeholder engagement, and continuous improvement.

Through practical exercises, competency mapping, job analysis, competency framework development, assessment activities, development planning, and an integrated final workshop, participants will develop the practical capabilities required to design and apply a competency-based human resource management system that strengthens workforce capability, improves talent decisions, and supports sustainable organizational performance.

Objectives

- Analyze the principles and strategic value of competency-based human resource management.
- Assess organizational and workforce requirements to identify critical competency needs.
- Develop competency frameworks aligned with organizational strategy and workforce priorities.
- Design core, functional, technical, and behavioral competencies for different job families.
- Establish clear competency definitions and proficiency levels for effective assessment.
- Apply competency-based job analysis to identify requirements for critical roles.
- Design competency-based approaches for recruitment, selection, and employee assessment.
- Integrate competency frameworks with performance management and employee development.
- Identify competency gaps and develop targeted learning and development priorities.
- Apply competency information to career development, talent management, and succession planning.
- Strengthen governance and consistency in the application of competency frameworks across the organization.
- Evaluate the effectiveness of competency-based HR practices and identify opportunities for continuous improvement.

Who Should Attend

This training course is designed for human resources executives, HR managers, talent management professionals, organizational development specialists, learning and development managers, workforce planning professionals, recruitment and selection specialists, performance management professionals, and HR business partners.

It is particularly relevant to professionals working in government entities, ministries, public-sector organizations, banks, financial institutions, oil and gas companies, engineering organizations, and large corporations seeking to establish structured approaches to workforce capability and talent management.

The program will also benefit department heads, line managers, competency assessment teams, talent review committees, and decision makers involved in workforce planning, recruitment, performance management, employee development, career progression, leadership development, and succession planning.

Learning Outcomes

- Explain the role of competencies in strategic human resource management.
- Identify the competencies required to support organizational strategy and future workforce needs.
- Develop competency frameworks for organizational, functional, technical, and behavioral requirements.
- Create competency profiles for selected jobs, roles, and job families.
- Define competency proficiency levels and assessment criteria.
- Conduct competency-based job and role analysis for critical positions.
- Apply competency-based methods to recruitment, selection, and employee assessment.
- Integrate competency requirements into performance management processes.
- Identify individual and organizational competency gaps and establish development priorities.
- Develop competency-based employee development and career development plans.
- Connect competency frameworks with talent management and succession planning processes.
- Establish governance mechanisms to ensure consistent competency application across the organization.
- Evaluate competency-based HR practices and recommend improvements based on organizational requirements.

Course Outline

DAY 01

Foundations of Competency-Based Human Resource Management

- Principles and evolution of competency-based HR management
- Competencies versus qualifications, skills, and traditional job requirements
- Strategic alignment between competencies and organizational objectives
- Types of competencies: core, functional, technical, and behavioral
- Competency requirements across different organizational levels
- Identifying current and future workforce competency needs

DAY 01 — CONTINUED

PRACTICAL APPLICATION

Identify critical competencies required to support a selected organizational strategy

DAY 02**Competency Frameworks, Job Analysis & Proficiency Levels**

- Principles of competency framework design
- Developing competency dictionaries and standardized definitions
- Job and role analysis for competency identification
- Developing competency profiles for job families
- Establishing competency proficiency levels
- Defining observable behaviors and performance indicators

PRACTICAL APPLICATION

Develop a competency framework and competency profile for selected roles

DAY 03**Competency-Based Recruitment, Selection & Assessment**

- Integrating competencies into workforce planning and recruitment
- Competency-based job descriptions and role profiles
- Competency-based recruitment and candidate screening
- Structured competency-based interviews
- Assessment methods and evidence-based evaluation
- Identifying competency strengths, gaps, and potential

PRACTICAL APPLICATION

Design a competency-based selection and assessment process for a critical role

DAY 04

Competency-Based Performance & Employee Development

- Integrating competencies with performance management
- Competency-based performance assessment
- Identifying employee competency and capability gaps
- Developing competency-based learning and development plans
- Coaching, mentoring, and experiential learning for competency development
- Linking competencies with career development and internal mobility

PRACTICAL APPLICATION

Develop an individual competency development plan based on an identified capability gap

DAY 05

Talent Management, Succession Planning & Competency Governance

- Connecting competency frameworks with talent management
- Using competencies in talent reviews and high-potential identification
- Competency-based succession planning and leadership readiness
- Governance, ownership, and accountability for competency frameworks
- Monitoring competency development and workforce capability
- Reviewing and updating competency frameworks as organizational needs evolve

FINAL WORKSHOP

Develop an integrated Competency-Based Human Resource Management framework covering competency strategy, job analysis, competency frameworks, proficiency levels, recruitment, selection, performance management, employee development, career development, talent management, succession planning, governance, assessment, and continuous improvement.



Register or Request More Information

Course page: <https://quest-training.com/courses/competency-based-human-resource-management-training-course>

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