

COMPETENCIES: DESIGN, DEVELOPMENT AND IMPLEMENTATION



GENTEX[®]
TRAINING CENTER



Introduction

Competencies: Design, Development and Implementation Training Course equips HR professionals with the technical skills to build competency frameworks that strengthen organizational performance. Businesses need clear, structured competency models to guide recruitment, development, and performance evaluation decisions. This course guides participants through the full lifecycle of competency management, from initial design to organization-wide implementation. Furthermore, it explores how competency frameworks link individual capabilities to strategic business outcomes. Participants will learn to identify core competencies, build behavioral indicators, and integrate frameworks into HR systems. As a result, they will leave equipped to design and implement competency models that support consistent, fair, and effective talent decisions.

Competencies: Design, Development and Implementation Course Objectives

- Define core, functional, and leadership competency categories
- Apply job analysis techniques to identify required competencies
- Build competency dictionaries with clear behavioral indicators
- Design competency frameworks aligned with organizational strategy
- Apply the iceberg model to differentiate visible and underlying competencies
- Validate competency models using structured feedback methods
- Integrate competency frameworks into recruitment and selection processes
- Link competencies to performance appraisal and development plans
- Build competency-based interview guides and assessment tools
- Design rollout plans for organization-wide competency implementation

Course Methodology



LEARN BOLD. LEAD BEYOND

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com



- Interactive lectures on competency management principles
- Case study analysis of organizations implementing competency models
- Hands-on workshops building competency dictionaries
- Group exercises on designing behavioral indicators
- Practical sessions on competency-based interview design
- Peer feedback on draft competency frameworks
- Continuous Q&A throughout each session

Who Should Take This Course

- HR managers and organizational development specialists
- Talent acquisition and recruitment professionals
- Learning and development practitioners
- Performance management specialists
- HR business partners
- Job analysts and compensation professionals

Competencies: Design, Development and Implementation Course Outlines

Day 1: Foundations of Competency Management

- Defining competencies and their role in HR strategy
- Differences between core, functional, and leadership competencies
- Overview of the competency management lifecycle
- Introduction to the iceberg model of competencies
- Linking competencies to organizational strategy



LEARN BOLD. LEAD BEYOND

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com



- Common challenges in competency framework design
- Case study: organizations using competency models effectively

Day 2: Competency Identification and Analysis

- Conducting job analysis to identify required competencies
- Gathering input through interviews and surveys
- Benchmarking competencies against industry standards
- Identifying critical competencies for key roles
- Structuring competency clusters and categories
- Avoiding common errors in competency identification
- Workshop: conducting a competency identification exercise

Day 3: Designing Competency Frameworks

- Building competency dictionaries with behavioral indicators
- Writing clear, measurable competency definitions
- Designing proficiency levels for each competency
- Validating frameworks through stakeholder feedback
- Aligning frameworks with organizational values
- Structuring competency frameworks for scalability
- Practical exercise: drafting a competency dictionary

Day 4: Applying Competencies Across HR Functions

- Integrating competencies into recruitment and selection
- Building competency-based interview guides
- Linking competencies to performance appraisal systems



LEARN BOLD. LEAD BEYOND

GENTEX Training Center LLC | Orlando - FL, USA
Info@gentextraining.com



- Applying competencies to learning and development plans
- Using competencies in succession planning
- Designing competency-based assessment tools
- Case discussion: embedding competencies into HR processes

Day 5: Implementation and Sustainability

- Designing a rollout plan for competency implementation
- Communicating competency frameworks to employees
- Training managers on applying competency models
- Measuring the effectiveness of competency frameworks
- Updating competency models over time
- Overcoming resistance to competency-based systems
- Final workshop: presenting a competency implementation plan

Conclusion

By successfully completing Competencies: Design, Development and Implementation, participants will have acquired practical skills in competency identification, framework design, and organization-wide implementation. They will gain the ability to build structured competency models that support fair and effective talent decisions. This Training Course, delivered by Gentex Training Center, prepares participants to design and embed competency frameworks that strengthen recruitment, development, and performance management across the organization.

FAQs





Q1 What is the "Competencies: Design, Development and Implementation" course about?

This course teaches participants how to design, build, and implement competency frameworks across HR functions. It covers identifying core competencies, writing behavioral indicators, and embedding models into recruitment, performance, and development processes.

Q2 What are the key benefits of the "Competencies: Design, Development and Implementation" course?

Participants gain the ability to build structured competency models that support consistent talent decisions. These benefits help organizations improve recruitment accuracy, strengthen performance management, and align individual capabilities with strategic goals.

Q3 What skills will I gain from the "Competencies: Design, Development and Implementation" course?

Participants will gain skills in competency identification, framework design, competency-based assessment, and organization-wide implementation. These four core skills enable HR professionals to build and embed effective competency models.

Q4 What tools, methods, or standards are covered in the "Competencies: Design, Development and Implementation" course?



The course covers job analysis techniques, the iceberg model, competency dictionaries, behavioral indicators, and competency-based interview guides. These tools give participants practical methods for building accurate, actionable competency frameworks.

Q5 How is the "Competencies: Design, Development and Implementation" course applied in real-world practice?

Participants apply competency design methods to real HR scenarios, building competency dictionaries, interview guides, and rollout plans. These practices help organizations implement fair, consistent competency systems across recruitment, development, and performance management.