

COMPETENCY - BASED MANAGEMENT



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TRAINING CENTER



Introduction

Competency-Based Management Training Course equips managers and HR professionals with the knowledge to build people management systems around clear, measurable competencies. Organizations benefit from linking hiring, development, and performance decisions to well-defined behavioral standards rather than subjective judgment. This course guides participants through the principles of competency-based management and shows how to apply them across daily managerial practices. Furthermore, it examines how competency-based approaches strengthen fairness, consistency, and accountability in people decisions. Participants will learn to use competency models to guide coaching, performance reviews, and team development. As a result, they will leave equipped to manage teams using structured, competency-driven approaches that improve organizational performance.

Competency-Based Management Course Objectives

- Apply competency-based management principles to daily leadership practices
- Use competency frameworks to guide recruitment and selection decisions
- Conduct competency-based performance appraisals with clear criteria
- Apply the behavioral event interview technique to assess competencies
- Design competency-based coaching and development plans
- Use the competency dictionary to standardize performance expectations
- Apply gap analysis to identify team competency development needs
- Build competency-based succession and career development pathways
- Integrate competency data into workforce planning decisions
- Evaluate the effectiveness of competency-based management practices

Course Methodology



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- Interactive lectures on competency-based management principles
- Case study analysis of organizations applying competency models
- Hands-on workshops using behavioral event interview techniques
- Group exercises on competency-based performance appraisal
- Practical sessions on coaching using competency frameworks
- Role-play exercises on competency-based feedback conversations
- Continuous Q&A throughout each session

Who Should Take This Course

- Managers and team leaders across departments
- HR managers and HR business partners
- Performance management specialists
- Learning and development professionals
- Talent acquisition and recruitment managers
- Organizational development practitioners

Competency-Based Management Course Outlines

Day 1: Foundations of Competency-Based Management

- Defining competency-based management and its benefits
- Differences between traditional and competency-based approaches
- Overview of the competency dictionary and its uses
- Linking competencies to organizational performance
- Key components of a competency-based management system



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- Common barriers to adopting competency-based practices
- Case study: organizations transitioning to competency-based management

Day 2: Competency-Based Recruitment and Selection

- Using competency frameworks in job descriptions
- Applying the behavioral event interview technique
- Structuring competency-based interview guides
- Scoring candidates against competency criteria
- Reducing bias in competency-based selection
- Aligning recruitment decisions with organizational values
- Workshop: conducting a mock competency-based interview

Day 3: Competency-Based Performance Management

- Designing competency-based performance appraisal criteria
- Applying gap analysis to identify development needs
- Conducting performance conversations using competency data
- Setting competency-based development goals
- Linking performance ratings to competency proficiency levels
- Documenting performance evidence against competencies
- Practical exercise: conducting a competency-based appraisal

Day 4: Competency-Based Coaching and Development

- Building competency-based coaching conversations
- Designing individual development plans using competency gaps
- Applying competency frameworks to training needs analysis





- Supporting employees in building underdeveloped competencies
- Using feedback models to reinforce competency growth
- Measuring progress against development plans
- Case discussion: coaching for competency improvement

Day 5: Competency-Based Succession and Workforce Planning

- Applying competencies to succession planning decisions
- Building competency-based career development pathways
- Integrating competency data into workforce planning
- Identifying high-potential employees through competency assessment
- Evaluating the effectiveness of competency-based systems
- Sustaining competency-based management practices
- Final workshop: presenting a competency-based management plan

Conclusion

By successfully completing Competency-Based Management, participants will have acquired practical skills in competency-based recruitment, performance management, coaching, and succession planning. They will gain the ability to apply structured competency frameworks to daily managerial decisions and strengthen fairness across HR processes. This Training Course, delivered by Gentex Training Center, prepares participants to lead teams using competency-driven approaches that improve consistency and organizational performance.



FAQs

Q1 What is the "Competency-Based Management" course about?

This course teaches managers and HR professionals how to apply competency frameworks to recruitment, performance management, coaching, and succession planning. It provides practical tools for making people decisions based on clear, measurable behavioral standards.

Q2 What are the key benefits of the "Competency-Based Management" course?

Participants gain the ability to make fairer, more consistent people decisions using structured competency criteria. These benefits help organizations improve hiring accuracy, strengthen performance management, and build clearer development pathways for employees.

Q3 What skills will I gain from the "Competency-Based Management" course?

Participants will gain skills in competency-based recruitment, performance management, coaching, and succession planning. These four core skills enable managers to apply structured, competency-driven approaches to daily people decisions.



Q4 What tools, methods, or standards are covered in the "Competency-Based Management" course?

The course covers the competency dictionary, behavioral event interview technique, gap analysis, and competency-based appraisal criteria. These tools give participants practical methods for embedding competencies into everyday management practices.

Q5 How is the "Competency-Based Management" course applied in real-world practice?

Participants apply competency-based methods to real management scenarios, conducting mock interviews, performance appraisals, and coaching conversations. These practices help organizations build fair, consistent people management systems grounded in measurable competencies.