



DEVELOP AND IMPLEMENT IN-HOUSE COMPETENCY & CAREER PATHING FRAMEWORK

A groundbreaking Competency-Based
Human Resource Certification Program

Develop and Implement In-House Competency & Career Pathing Framework

In every organization, human capital is one of the most important resources. Managing, nurturing and developing it is a fundamental tenet of management. As basic as it sounds, this aspect of management can be complex.

Many organizations have HR systems, which are standalone and not integrated. This causes managers to lose focus, which results in them not knowing exactly what are needed by the organization and the outcome to be achieved. They end up facing the following challenges:

- High staff turnover
- Hiring or promoting the wrong person for the job
- Not having enough of competent employees to achieve organizational goals
- Employees are not appraised objectively
- Employees are not developed or trained effectively
- No proper career progression pathway to retain employees
- No proper system in place to reward employees
- Lack of a talent pool for succession

To overcome the above challenges, It is important to link all the HR systems through the development of a good HR framework. Defining competencies for every job and consolidating all competencies into a competency framework, incorporating career paths is the first step. This is necessary as the framework can be used to build on other HR processes such as:

- Manpower Planning – provides a snapshot of the positions and the competencies needed to ensure organization's success
- Recruitment and Selection – ensures the right candidate with the competencies required is hired for the job
- Performance Management – ensures performance appraisals are outcome-based, measurable, observable and objective. It also ensures continuous basis of gathering evidences
- Training Needs Analysis – reveals the knowledge and skill gaps between actual, current and future job competencies to implement a more effective learning and development intervention

- Learning & Development – employers can leverage by using learning and developmental interventions that will have a positive effect on career progression and productivity.
- Talent Management – establishes processes to identify, measure and determine the required and available competencies through the skills inventory
- Succession Planning – provides clear and objective pathways to attract, develop and retain talents

Program Overview

At the end of the training program, learners will be able to:

- Define competencies, competency framework and career pathing framework
- Identify the components, theories and principles in competency and career pathing frameworks
- Explain the applications and benefits of a competency and career pathing framework
- Discuss the competency modeling approaches
- Consult management to identify objectives and scope of competency and career pathing framework, job families, levels and target audience
- Identify critical success factors needed for competency and career pathing framework
- Conduct job and task analysis to capture wide range of competencies for different job roles
- Leverage on the Singapore Workforce Skills Qualifications (WSQ) Frameworks and other international frameworks in defining job competencies
- Facilitate and validate competency and career pathing frameworks
- Monitor, evaluate and refine the competency and career pathing frameworks

Individuals who have completed the above-mentioned program and assessment successfully will receive:

Two (2) Statements of Attainment from the Singapore Workforce Development Agency on “Develop and Implement In-House Competency Framework” & “Develop Career Pathing Framework”

Competency-Based Human Resource Programs

The Center for Competency-Based Learning and Development (CBLD) offers HR practitioners, consultants and trainers ground-breaking professional certifications: The Competency-Based Human Resource Programs consist of 4 modules, which objectives include:

- 1 Develop and Implement In-house Competency and Career Pathing Framework (28 hrs)**
- 2 Define Job Profiles and Develop Competency-Based Job Descriptions (16 hrs)**
- 3 Conduct Competency-Based Interviews and Make Hiring Decisions (16 hrs)**
- 4 Develop Strategies and Implement Competency-Based Performance Management Program (28 hrs)**



The Statement of Attainment to be issued by WDA for the 4 modules are:

MODULE 1

- 1 Develop and Implement In-house Competency Framework**
- 2 Develop Career Pathing Framework**

MODULE 2

- 1 Define Job Profiles**

MODULE 3

- 1 Conduct Interviews and Make Hiring Decisions**

MODULE 4

- 1 Develop Strategies for Performance Management**
- 2 Implement Performance Management Program**

Besides equipping learners with the competencies to develop the above-mentioned competency framework and systems, the certifications will also enable learners to conduct and measure in-house HR practices using a set of competency standards and best practices, which would move their organizations towards competency-based HR processes and systems. This would transform organizations from using the conventional HR practices to a competency-based HR paradigm.

Who will benefit from these modules?

- Chief Executive Officers
- Directors and Senior Managers
- Line Managers
- Supervisors
- Human Resource Managers
- Recruitment Specialist and Managers
- Anyone interested in acquiring the competencies in migrating towards competency-based human capital management systems

Competency-Based Human Resource Consultancy Services

- Development of in-house competency and career pathing framework and guidelines
- Development of competency standards
- Development of competency-based job descriptions
- Development of competency-based assessment checklists
- Planning of manpower needs
- Development of competency-based recruitment and selection system
- Development of competency-based performance management system
- Conduct of training needs analysis
- Development of training roadmaps for individual employees and total company training plan
- Development of competency-based, e-learning or M-learning training programs
- Development of on-the-job training or workplace learning and assessment infrastructure
- Development of on-the-job training and assessment programs or workplace learning and assessment programs
- Provision of coaching to develop competence
- Development of classroom trainers and/or on-the-job training instructors and assessors



WHY CHOOSE CBLD?

- Expert in development and implementation of Competency Frameworks at national, industry and organizational levels.
- Expert in development and implementation of Competency-Based Human Resource Systems in alignment with Competency Frameworks. Offer a holistic approach in human resource management and development, integrating the different HR functions to form a structured HR framework.
- Expert in setting up and auditing of WSQ and non-WSQ training centers
- Expert in development and implementation of competency-based learning programs, including contextualization of training programs to meet client's needs (WSQ and non-WSQ). This includes classroom, on-the-job and e-learning programs.
- Only training center in Singapore to offer Competency-Based HR Courses (i.e. using the competency-based approach to conduct Human Resource Management and Development). In particular, the module on training HR practitioners to develop and implement in-house competency and career pathing frameworks draws from our expertise and experience in developing national competency frameworks.
- Effectively merges two WSQ Competency Units into a single course (for 2 modules offered). After achieving competencies, participants will receive two SOAs for these combined modules
- Templates, processes and procedures prescribed in the courses are CBLD's originals and are based on international benchmarks, national standards and industry best practices.
- Experiential and contextualized approach. We utilize participants' current organizations as learning points for easier adaption in the workplace.
- Use of innovative learning tools (such as Smartboard) to help emphasize key points during discussions, develop collaborative learning, engage learners and improve retention for participants.
- Facilitators for the programs are industry practitioners and experts in the field.



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