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# COMPETENCY MAPPING AND ASSESSMENT



LEARN HOW TO MAP AND  
ASSESS COMPETENCIES TO  
MEET THE TALENT  
MANAGEMENT CHALLENGES  
OF YOUR ORGANIZATION

## Session 1

Competency Mapping

## Session 2

Competency Framework

## Session 3

Assessment Centers

## Session 4

BEI and CBI

“Competencies are the foundation for talent management processes like performance management, compensation, development, assessment, selection and others.”



## Xperience

“The MERITT Difference in Quality”

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# ABOUT THE COURSE

Learn about Competency, Guide for writing Functional Competencies, David McClelland's Theory; Type of Competencies – Generic, Specific, Core; Threshold and Core Competencies; Competency Iceberg Model, Competency Dictionary; Competency Scale Dimension – Linkert Scale, BARS, Competency Framework; Competency Mapping;

Behavioral Event Interview? STAR Method; Stages of Conducting a Behavioral Event Interview (BEI); Competency Based Assessment; Assessment and Development Centers, Simulation Exercises; Role Plays / In Baskets /Case Studies /Psychometric Assessments;

Appreciative Inquiry; Development Dialogue; Giving Feedback after Assessment; Review and Follow-up after Assessment; Role of Reviewer; Ethical considerations in Competency Based Assessment.....



## SESSION PLAN

### Competency Mapping

You will learn about Competency Model, Classification and Measurement of Competencies, Preparation of Competency Dictionary



#### Core Competencies

Pinpoint the critical strengths and values that are shared by every individual within an organization.



#### Technical Competencies

Identify the behaviors that predict success for specialized industries such as financial services, supply-chain management, cybersecurity, and many more.



#### Competency Profiles

Define the key skills, knowledge, abilities and behaviors needed for the unique jobs throughout your organization.



#### Behavioural Competencies

Identify the individual behaviors that connect personal growth with professional success.



#### Leadership Competencies

Identify the behaviors that align with and predict exceptional leadership for your organization and industry.

**WE HAVE  
DEVELOPED  
1000+ FUTURE-  
READY  
PROFESSIONALS**



**Identify the  
competencies that  
define your  
organizational DNA  
and create a path to  
success for every  
person in your  
organization.**

## Competency Framework

A Powerful Framework for Aligning Your Organization's Talent



You will learn to develop Competency Map, design Competency Framework.

Define performance effectiveness criteria for the positions. Do Functional Job/Role Analysis to find out what are those competencies in terms of knowledge and skill required for the role.

Write Functional Competencies, Core Competencies, Leadership Competencies, Behavioural Competencies with its indicators and Create Behavior Anchored Rating Bar.

## Assessment Centers

Learn about Assessment Center and Development Center.



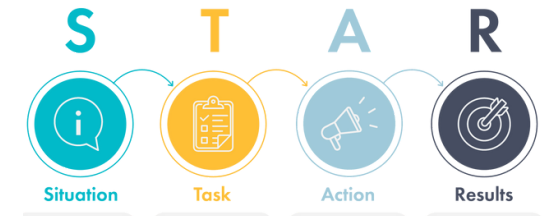
Basic Rules of an Assessment Center.  
Benefits of an Assessment Center

Tools used in Assessment Center. How to Organize And Run an Assessment Center.

How to Design an Assessment Center  
The 8 Steps With Sample Role Plays / Exercises / Assessment Forms and The Assessor Mission Statement.

## BEI & CBI

A Structured Interview Pattern to collect information about past behaviour.



Conducting BEI : Behavioural Event Interviewing. Learn the steps of BEI and How to conduct BEI? The Questioning pattern.

Conducting CBI : Competency Based Interviewing.

The PLACE concept and application.  
P- Preparing for the Interview  
L - Legal Considerations  
A - Actual Interviewing Techniques  
C - Competency Assessment  
E - Evaluate the Candidate

The Interview framework. The Skills and Role of an Assessor, Giving Feedback to Candidates.

## TAKE AWAY FROM THE PROGRAM

Create awareness for the Participants on one of the most progressive and powerful Talent Management Tools used today.

Develop the required skills that the Participants would require to design and implement competency Framework and Mapping exercises independently.

Identify the current and required Competency Levels of the Employees for their Jobs, do the gap analysis and work on their Developmental Plans in a structured manner.

Help the Participants to streamline the Recruitment and Selection, Performance Management, Learning and Development and Career and Succession Planning functions of their Organization.



Help the Participants learn what an Assessment Center is and how to design a successful Assessment Center independently on their own.

Use Assessment Centers as an effective decision support system (DSS) for Recruitment and Selection, Performance Management, Learning and Development and Career and Succession Planning processes in their own Organization.

Help to create an objective and integrated system for implementing and tracking Employee Performance, Employee Promotion, Employee Development and Employee Reward systems.

Use Assessment Centers to design an effective feedback system for Employees to identify and develop their critical areas of Competencies required for performing on their Job.



An Alumnus of XLRI, Jamshedpur, with over 30+ years professional experience as HR Leader, Consulting Partner, and Office/ Practice Head. Worked with large corporations such as Vice President HR with Tata Enterprise, Director for Axon Learning, Director for Mindshare Consulting, Director HR - Consulting with Ernst & Young, and many such milestones, with specialist areas in Competency Mapping of unique roles and Assessment Centers, Organizational restructuring & Role profiling, Workplace audit, Compensation restructuring and Training assignments for reputed companies like IOC, M&M, HCL Perot System, Exim Bank, NTPC, BHEL, Airtel, GATI, Indian Oil, etc.



# LIVE Workshops





## Competency Mapping and Assessment



## Competency Based Interviewing



## Compensation and Benefits



## HR Metrics and Analytics



## Balanced Scorecard



## Labour Laws Industrial Relations



## Meritt Learning Center

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**Book Now**



## Train the Trainer



## Behavioural and Leadership Program