Manu Prashar

From:	Oudai Altabbaa
Sent:	Tuesday, October 12, 2021 10:06 AM
To:	Lael Reiken; Ian Keheler; Pedro Portela; Connor Titmarsh; Taylor Gyenge
Cc:	Manu Prashar
Subject:	Re: HRSG Weekly Update Meeting

Hi Everyone,

It was nice chatting with you last Friday. We are off to an action packed Q4.

I wasn't entirely sure if you had it, but here's the summary of the November 9th Masterclass:

Duration	2.5 hours
Background	Many of today's employees require new/ upgraded skills to meet evolving workplace demands. But it is hard to identify what skills your employees already have, and also what skills they need to develop. This masterclass will provide you with an introduction to competency-based assessments process to help you identify strengths and gaps to prepare your workforce for tomorrow. You will experience the full assessment process using mock-up exercises and walk away with the knowledge of how to conduct a competency assessment.
Learning Objectives	At the end of this session, you will be able to: • Identify the competency requirements of a position, with both a current and future focus. • Define those requirements in terms of behaviors needed for success. • Understand how best to assess the competencies to identify an individual's strengths and gaps. • Apply a simple assessment approach drawing on the supervisor and employee. • How to communicate the assessment process and key results. • Understand and plan for issues that may arise.

Suggested Audience

- Hiring Managers
- Workforce Planning Professionals
- HR Professionals

- Talent Management Professionals
- Talent Acquisition Professionals

Topics

1. Introduction to competencies
2. How to determine what competencies are important
3. Why behaviors are important
4. What is a competency assessment, what are the choices, and why is the behavioral survey approach best
5. What needs to be included in a competency assessment, who should complete it, what are the important components
6. How to communicate the competency assessment
7. Deep dive into the assessment process
8. What are the key results you need reported
9. How do you communicate the results
10. What you will use the results for
11. Planning for issues – what issues will likely arise, how will you plan for and manage the risks