

THE COMPETENCY CREATION PROCESS

A facilitated competency development process used successfully by PPS International Limited in order to define competency models and success profiles.



The competency development process is useful to implement if:

- Your organization has a strong need for buy in and support of the finished competency model.
- You face having inconsistent processes and role definition across the organization—and you need more consistency.
- Program experts and stakeholders are available for a limited amount of time.
- You have an existing competency model, but it has never been validated or much has changed and a re-visit is appropriate.



Launching the Process

Stakeholder Identification



Identifying key stakeholders who are representative of the target competency group and client organization. Because the process is facilitated, stakeholders benefit from involvement, which leads to greater support overall.

Preparation and Stakeholder On-Boarding

Sending a Competency Creation pre-work packet and holding a virtual on-boarding session that includes the purpose, agenda and input desired from participants. On-boarding is important to a successful working session with diverse stakeholders.

Competency Creation Working Session

Holding a facilitated Competency Creation workshop using a certified facilitator and recordkeeper who are prepared to both capture ideas and manage inevitable conflicts.

Analyze Collected Data

After the session, the PPS design team and facilitator analyze the data collected and access PPS International Limited's competency and behavior item library, which contains more than 2000 specific competency definitions.

Draft Competency Model or Success Profile

After analysis, the team will prioritize the competencies using a specific formula that takes into account difficulty to learn the competency, importance to success in the role and frequency of use, among other factors.

Validate the Model

Key stakeholders review and validate the draft competency model and provide final sign-off on the content. Additional validation is done if the model will be used for selection and promotion or other employment-related activities.

Create Communication Pieces

Our corporate communication specialist or one from within the client organization creates a visualization of the model, along with any other supporting communication pieces.