



*Training Course:
Certified Competency Professional*

*12 - 16 October 2026
Kuala Lumpur (Malaysia)*

Training Course: Certified Competency Professional

Training Course code: HR236575 From: 12 - 16 October 2026 Venue: Kuala Lumpur (Malaysia) - Training Course Fees: 5775 € Euro

Introduction

The **Certified Competency Professional** training program, designed by **Global Horizon Training Center**, provides participants with the knowledge and practical approaches required to design, implement, manage, and evaluate competency frameworks within organizations. The program focuses on developing effective competency models that support workforce development, performance improvement, talent management, and organizational excellence.

Participants will gain a comprehensive understanding of competency-based management, competency assessment methods, behavioral and technical competencies, and how to align competency frameworks with organizational strategies and human capital objectives.

Objectives

By the end of this training program, participants will be able to:

- Understand the principles and foundations of competency management and competency-based systems.
- Develop competency frameworks aligned with organizational goals and business requirements.
- Identify and define core, behavioral, technical, and leadership competencies.
- Apply competency assessment methods to evaluate employee capabilities and performance.
- Design competency profiles for different job roles and organizational levels.
- Integrate competencies into recruitment, performance management, learning, and career development processes.
- Improve workforce effectiveness through structured competency development strategies.

Course Methodology

The training methodology combines:

- Instructor-led presentations and discussions.
- Practical examples and organizational case studies.
- Group activities and competency framework exercises.
- Role-based competency analysis.

- Assessment techniques and practical application scenarios.
- Interactive discussions focused on real workplace challenges.

Organizational Impact

Upon completion of this program, organizations will benefit from:

- Improved alignment between employee capabilities and business objectives.
- Enhanced workforce planning and talent management practices.
- More effective recruitment and selection processes.
- Improved performance management through competency-based evaluations.
- Better identification of training and development needs.
- Stronger leadership and succession planning frameworks.

Target Audience

This program is suitable for:

- Human Resources Managers and Professionals.
- Learning & Development Specialists.
- Talent Management Professionals.
- Competency Framework Designers.
- Performance Management Specialists.
- Organizational Development Professionals.
- Department Heads and Supervisors involved in employee development.
- Managers responsible for workforce planning and capability development.

Outlines

Day 1:

Fundamentals of Competency Management

- Introduction to competency-based management.

- Understanding competencies: definitions, concepts, and importance.
- The relationship between competencies, performance, and organizational success.
- Types of competencies:
 - Core competencies.
 - Functional/technical competencies.
 - Behavioral competencies.
 - Leadership competencies.
- Competency management lifecycle.
- Linking competency frameworks with organizational strategy.
- Common challenges in implementing competency systems.

Day 2:

Designing Competency Frameworks

- Principles of effective competency framework design.
- Steps for developing a competency framework.
- Identifying organizational values and strategic competencies.
- Conducting competency analysis.
- Developing competency dictionaries.
- Defining competency levels and proficiency scales.
- Writing effective competency descriptions and behavioral indicators.
- Creating competency models for different organizational roles.

Day 3:

Competency Assessment and Evaluation

- Introduction to competency assessment methodologies.
- Competency-based interviews and assessment techniques.
- Evaluating behavioral and technical competencies.

- Using competency rating scales.
- Identifying competency gaps.
- Assessment centers and practical evaluation methods.
- Linking assessment results with employee development plans.
- Avoiding common assessment errors and biases.

Day 4:

Applying Competencies in HR and Talent Management

- Integrating competencies into recruitment and selection.
- Competency-based job descriptions and role profiles.
- Using competencies in performance management systems.
- Competency-based learning and development planning.
- Career pathways and succession planning.
- Leadership competency development.
- Building a culture of continuous improvement through competencies.

Day 5:

Implementing and Managing a Competency Framework

- Developing an implementation roadmap.
- Managing organizational change during competency implementation.
- Communicating competency frameworks to employees.
- Measuring competency framework effectiveness.
- Reviewing and updating competency models.
- Digital tools and systems supporting competency management.
- Developing an action plan for implementing competency-based practices.
- Final assessment and course review.

Registration form on the Training Course: Certified Competency Professional

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Payment Method

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