

Enhancing Employee Value

Developing Competencies that Enhance Work and Value

On-site workshops can be tailored to the sponsoring organization's HR systems, incorporating its competency dictionary and approach.

Forward thinking organizations strive to enhance the value of every employee. With the development of individual employees, the organization realizes a geometric growth in productivity and quality. Attend this insightful one-day workshop and discover what you can do to add value by developing "competencies" and taking other actions. Your employees will learn how to take on new responsibilities and roles, and perform better in their current jobs.

WHO SHOULD ATTEND

Employees and managers at every level, especially those who are:

- Moving into new positions in the organization.
- New to the organization and want to get off to a fast start.
- Happy in the job they have – doing well is important.
- In jobs in which the requirements are expanding.
- Interested in being considered for greater responsibilities.
- In fast-paced jobs where the everyday demands of the job leave little time to define new goals and stretch their skills.
- Guiding others in their development.
- In organizations implementing competency-based HR systems.

OUTCOMES

During this program, participants learn:

- What competencies are and why they are important.
- How to identify which new competencies you need to develop to get where you need to be in your organization.
- How to acquire new competencies on the job through easy, confidence-building techniques.

- How to use these new competencies to open the door to more responsibility, more respect and greater job satisfaction.
- The characteristics of a "Value-Added Employee".
- The key differences between an average and a superior performer.
- 4 key concepts underlying successful career development.

THE PROGRAM

Creating and Adding Value

- The Value Added Employee
- Economic Value Added
- Turning Value into a Personal Competitive Advantage through the 4 C's:
- Customer Focus
- Clarity about your role
- Competence
- Commitment

Why Develop "Competencies"?

- Changing the Approach: Career Streams vs Career Ladder
- Key Concepts Underlying Career Development
- Performance Improvement and Management
- Integrating Development Planning with Performance Management

Steps to Developing Competencies

- Introduction to Competencies
- Acquiring Competencies
- Types of Developmental Activities
- Competency Development and Personal Style

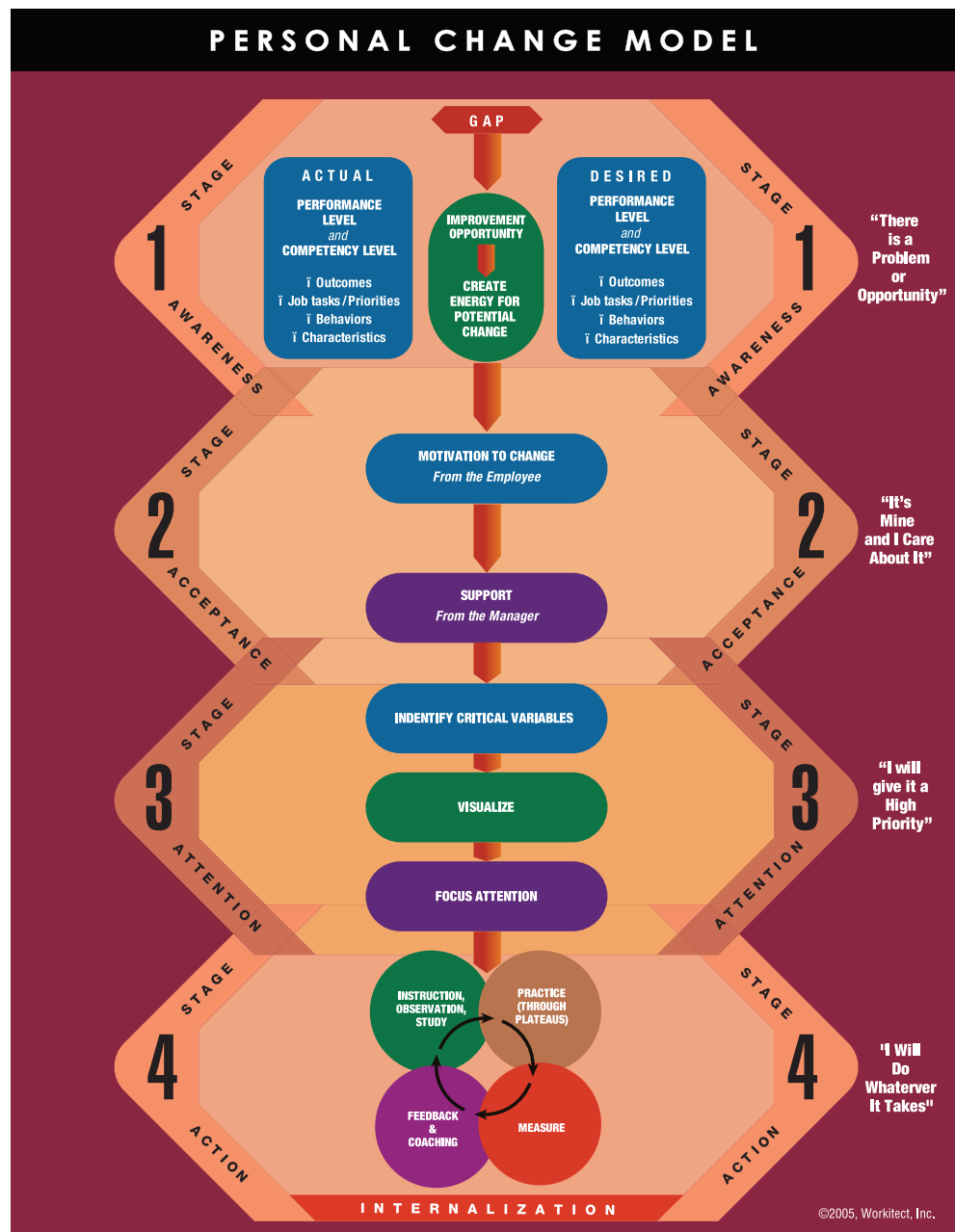
- Motivating Others for Professional Development

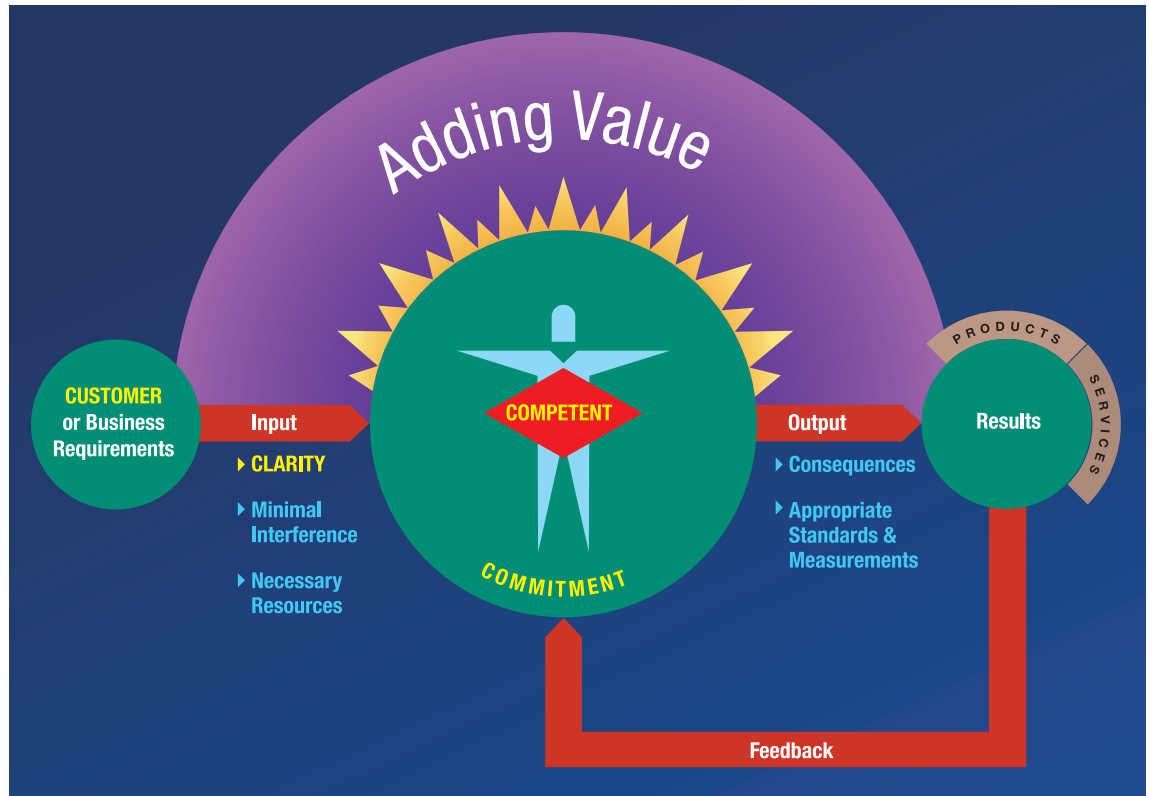
Identifying Competencies to Develop

- A Guide to Self-Assessment
- Selecting Competencies to Target for Development
- Using the Competency Selector
- Developing Goals

Working with Coaches, Mentors and Managers

- 5 Stages of Personal Development
- Beyond Competence: Achieving Personal Mastery through:
 - Awareness
 - Attention
 - Application





- Creating a Comprehensive Development Plan
- 3 Roles in the Planning Process

Developing Competencies

- 16 Competencies Dealing with People
- Leading Others Cluster
- Communicating and Influencing Cluster
- 14 Business Competencies
- Preventing and Solving Problems Cluster
- Achieving Results Cluster
- 4 Self-Management Competencies

Next Steps: Work that Works

- Creating What Matters

“Highly Interactive! Makes you think, and opens your mind to all the possibilities that are available to you, not just in the workplace, but also in your life.”
Participant

The Program Agenda

8:30 - 9:15 am	Creating and Adding Value	<ul style="list-style-type: none"> • The Value Added Employee • Economic Value Added • Turning Value into a Personal Competitive Advantage through the 4 C's: • Customer Focus • Clarity about your role • Competence • Commitment
9:15 - 10 am	Why Develop Competencies	<ul style="list-style-type: none"> • Changing the Approach: Career Streams vs Career Ladder • Key Concepts Underlying Career Development • Performance Improvement and Management • Integrating Development Planning with Performance Management
10 - 10:15 am BREAK		
10:15 - 11 am	Steps to Developing Competencies	<ul style="list-style-type: none"> • Introduction to Competencies • Acquiring Competencies • Types of Developmental Activities • Competency Development and Personal Style • Motivating Yourself for Professional Development
11am -Noon	Identifying Competencies to Develop	<ul style="list-style-type: none"> • A Guide to Self-Assessment • Selecting Competencies to Target • Using the Competency Selector • Developing Goals
Noon - 1 pm LUNCH		
1 - 2 pm	Working with Coaches, Mentors and Managers	<ul style="list-style-type: none"> • 5 Stages of Personal Development • Beyond Competence: Achieving Personal Mastery through: <ul style="list-style-type: none"> • Awareness • Attention • Application • Creating a Comprehensive Development Plan • 3 Roles in the Planning Process
2 - 2:45 pm	Developing Core Competencies	<ul style="list-style-type: none"> • 16 Competencies Dealing with People • Leading Others Cluster • Communicating and Influencing Cluster • 14 Business Competencies • Preventing and Solving Problems Cluster • Achieving Results Cluster • 4 Self-Management Competencies
2:45 - 3 pm BREAK		
3 - 4:30 pm	Success in the 21st Century	<ul style="list-style-type: none"> • The Challenges • Themes of Successful People • Assets that Increase Your Choices • Creating What Matters
4:30 pm Adjourn		