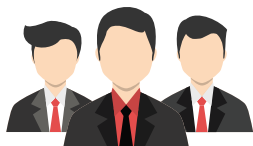




Sales



Designer



IT Professionals



Strategic Thinkers



## COMPETENCY PROFILING FOR EFFECTIVE ORGANIZATIONAL PERFORMANCE

### ASSESSING KEY ORGANIZATIONAL COMPETENCY SKILLS

Competency management has become an increasingly important concept to many organizations as many believe that the wealth of organization depends on the knowledge and skills of its people. Over the recent years, organizations have realized that successful performance comes not just from the skills and knowledge that a person possess, but also from things such as attitudes, motives and beliefs that govern the person's action and behaviors. The combination of these multiple factors has come to be known as "competency".

This 2- day program will help participants to develop the skills, knowledge and behavior required to perform the job efficiently and enhance organizational capability. It also aims to add value to external customers as the result of improved employee performance leading to better services or products.



MARCH 17-18, 2016



2 DAYS



MAKATI CITY

#### Learning Objectives

At the end of the training, participants are expected to:

- Develop competence in competency models, concepts and methods;
- Develop and practice behavioral event interview and competency checking;
- Identify and learn the use of competencies in performance management;
- Learn the use of competencies in succession planning and talent management;
- Learn the use of competencies in training and development and compensation.

#### Benefits

- Increase productivity and employee motivation;
- Identify training needs and facilitate staff career performance progress;
- Identify key areas of development through self-assessment tools;
- Assess key competency skills and develop professional skills among employees.

#### Target Audience

- HR Directors
- Senior Managers
- Middle Managers
- Team Leaders
- Staff members



#### Key Clients





## Agenda

### Introduction

- Competency vis-à-vis competency management
  - Definition: Competency profiling
  - Influence to organizations
    - Types of competency
    - Between competency and job description

### Role of competency management

### Role of Four (4) major components of the competency model

### The HR framework based on competency

### Tools and Techniques on Competency Profiling:

- Types of interview: the difference between conventional and competency-based
- Bias in the interview process

### First impressions

### Halo effect

### Tools / techniques for competency profiling (continued)

- Competency-based training and development
  - Understanding the competencybased training framework
  - Competency profiling per person
  - Training matrix for competency development
- Competency-based performance management
  - Individual performance elements
  - Assessing competency through assessment center
  - Types of test in assessment center

### Benefits of using competency model(s)

### Summary and Wrap-up Discussions

## Trainer's Profile



The trainer is the Senior Country Manager of ECC International Malaysia. He garnered almost two decades of experience in the automotive industry before becoming a full-time consultant. His experience ranges from working in the manufacturing industry to helping a number of multinational IT / ITES companies including IBM Daksh, Accenture, Petronas, Fujitsu, Convergys, Toshiba and Robert Bosch implement various management systems and best practices – across organizational functions.

He is one of the most sought after consultants and speakers in the region when it comes to areas such as Enterprise Risk Management, Six Sigma Implementation, Quality Core Tools, Balanced Scorecard Implementation, Innovative Problem Solving and Decision Making (TRIZ, Theory of Constraints, 8D, K-T), Business Process Re-engineering, Value Analysis & Engineering, and Complaints Management.

He is a Mechanical Engineer and is also a diploma holder in both Business Management and in Management of Human Resources Development, both granted by Informatics Business Management School, Malaysia. He has worked in various parts of the world including the Philippines, Vietnam, Malaysia and Indonesia apart from Germany and USA. He is also fluent in Tagalog, English, German and Bahasa Malaysia.

## Materials



TRAINING MANUAL



QRP



CERTIFICATE



ECHO CD



CASE STUDIES



## Training Highlights

### EXPERT FACILITATOR

The program is facilitated by one of the leading consultants with years of experience in consulting and training in various industries, giving the participants the advantage to tap on his extensive experience to solve practical problems in their current environment.

### INTERACTIVE LEARNING

From face-to-face interaction to modules and workbooks, the training is an instructor-led course with a combination of presentation modules and interactive sessions with participants, allowing mindshare to proactively address specific needs and issues in their own environment.

### UP-TO-DATE INFORMATION

Provides the latest updates on best practices from industries across the globe with case studies and practical information acquired from the training and resources of our trainer.

### TRAINING PACKAGE

We provide high quality and well-researched training materials to make learning a meaningful experience for the participants. The training aids we provide to our participants are used as a quick reference resource for future use.

## About APEX Global

APEX Global (The Academy for Professional Excellence) is the learning solutions arm of ECCI—the leading process improvement solutions provider in Southeast Asia. Our sole aim is to promote performance excellence among professionals. We help our customers achieve greater success through effective, experiential and results-oriented training delivery. Our professional development solutions cover Trainings and Conferences, Managed Services and Learning on Demand. We organize public trainings and in-house workshops tailored for specific organizations. We help companies manage their non-core yet critical training function through end-to-end training management - starting from planning and needs analysis to program evaluation and records management. The Learning on Demand products we offer provide convenient and innovative ways for learning.



Applying the experience of training over 100,000 professionals in the last decade, a strong pool of expert trainers and facilitators with expertise in a niche array of domains and a strong regional presence, we provide an extensive portfolio of high-quality industry specific and functional programs coupled with high quality training materials to deliver our ultimate “promise”—the R.E.A.L. learning experience.

## About ECCI

ECCI is the leading process improvement solutions provider in Southeast Asia, focused on process consulting, automation solutions and learning outsourcing services. We help companies achieve performance excellence by assisting them implement management systems and international standards/best practices across multiple domains and industries.

Our partnerships with best-in-class technology companies help drive sustained excellence for our customers. As a solutions provider with instructional design capability and subject matter expertise in niche areas, we help organizations implement learning strategies and design learning content for improved performance.





FEES STRUCTURE

Please highlight the registration type applicable to you

REGISTRATION TYPE	REGULAR (Payment should be settled on December 10, 2015)	EARLY BIRD (Registration received on or before November 19, 2015)
Per Participant	<input type="checkbox"/> Php 14, 595 + 12% VAT	<input type="checkbox"/> Php 13, 865 + 12% VAT
Group of 4	<input type="checkbox"/> Php 13, 427 + 12% VAT	
Personal Sponsorship	<input type="checkbox"/> Php 13, 865 + 12% VAT	
LearnEx	Our prepaid training card "LearnExpress" allows you to book training courses at a reduced price. Please contact the Apex Global team for more information.	

PARTICIPANT(S) PARTICULARS

	Participant 1	Participant 2	Participant 3	Participant 4
Full Name				
Designation / Department				
Contact Numbers	(O) (M)	(O) (M)	(O) (M)	(O) (M)
Email Address				
Food Preference	<input type="checkbox"/> Non-Vegetarian <input type="checkbox"/> Vegetarian <input type="checkbox"/> Diabetic <input type="checkbox"/> Others, pls. specify: _____	<input type="checkbox"/> Non-Vegetarian <input type="checkbox"/> Vegetarian <input type="checkbox"/> Diabetic <input type="checkbox"/> Others, pls. specify: _____	<input type="checkbox"/> Non-Vegetarian <input type="checkbox"/> Vegetarian <input type="checkbox"/> Diabetic <input type="checkbox"/> Others, pls. specify: _____	<input type="checkbox"/> Non-Vegetarian <input type="checkbox"/> Vegetarian <input type="checkbox"/> Diabetic <input type="checkbox"/> Others, pls. specify: _____

Total Amount: \_\_\_\_\_ \*To be filled by an ECCI Representative\* Sales Person: \_\_\_\_\_

COMPANY DETAILS (for billing)

For organization-sponsored, invoice will be billed to the company upon confirmation of program

Company Name		LearnEx Card No.	
TIN of Company		VAT Exempt	<input type="checkbox"/> Yes <input type="checkbox"/> No
Attention Invoice to		Job Title	
Billing Address			
Contact Numbers	(O) (M)	Email Address	

PAYMENT METHODS

☐ **Cash**

☐ **Cheque** (Please make check payment payable to "ECC International Corp." and send to the address mentioned below)

☐ **Bank Transfer**

Account Name : Environmental Compliance Consultants International Corp.

Account Number : 638-3-63850569-0

Name of Bank : Metropolitan Bank and Trust Company

Branch Name : Rufino Branch

Swift Code : MBTCPHMM

Address of Bank : Ayala Avenue V.A. Rufino Makati City

☐ I have read and understood the stated terms and conditions.

Name of Authorizing Person : \_\_\_\_\_ Date : \_\_\_\_\_

Designation / Department : \_\_\_\_\_ Signature : \_\_\_\_\_

THIS FORM IS INVALID WITHOUT THE AUTHORIZING SIGNATURE.

Contact Information

Philippines, Manila  
5/F A & V Crystal Tower  
105 Esteban Street., Legaspi Village  
Makati City, Philippines

Telephone Number : +632 - 403 8668 (8 trunklines)  
Fax Number : +632 - 403 8358  
Email : [training@eccigroup.com](mailto:training@eccigroup.com)

TERMS AND CONDITIONS

**ECCI CANCELLATION, POSTPONEMENT AND SUBSTITUTION POLICY:**  
ECC International Corporation (ECCI) reserves the right to make any amendments in its program venue, scheduled dates, or to cancel the program due to unforeseen circumstances without any prior notice, but all measures will be taken to reach the participants. ECCI shall assume no liability whatsoever in the event that a program is cancelled, rescheduled or postponed due to fortuitous event, Act of God, unforeseen occurrence not limited to: war, fire, labor strike, extreme weather or other emergency conditions. Please note that while speaker and topic were confirmed at the time of publishing, circumstances beyond the control of the organizer may necessitate substitutions, alterations or cancellations of the speakers and/or topics. As such, ECCI reserves the right to alter or modify the advertised speakers and/or topics if necessary without any liability to you whatsoever.

Cancellation of program registration should be received in writing from the participant not less than eight (8) working days prior to the commencement of the program. The registered delegate is entitled to receive 100% credit to the next scheduled program or attend any ECCI programs with equivalent monetary value. The credit must be utilized within one (1) year from the date of its issuance. Cancellation requests made in less than eight (8) working days prior to the commencement of the program will not be eligible for credit and the paid amount is forfeited in favor of ECCI.

**PAYMENTS & DISCOUNTS**  
All fees are subject to prevailing taxes. Any discount (Early Bird, Group & any other special promotions) offered by Apex Global can be availed if the payment is made within the promo period. Payments made after the scheduled training date will not be eligible for any discounts offered previously and will merit a 5% late payment surcharge.

**PRIVACY & DATA PROTECTION**  
The participant hereby grants ECCI permission to take photographs and videos during the training or event they are participating in, with the understanding that these photographs, audio or video recordings may be edited, copied, exhibited, published or distributed through the internet for marketing purposes.

Personal Data is gathered in accordance with the E-commerce Act 2000. You may also receive updates and promotional event notifications from ECCI on other related trainings and events.

☐ I confirm that my organization is sponsoring me for the program indicated in this application form.  
☐ I have also read and accepted ECCI's terms and conditions.

Participants Signature : \_\_\_\_\_ Date : \_\_\_\_\_