




COMPMETRICA Training Plans

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For career or professional development purposes, the **Compmetrica Training Plans** provide maximum benefits derived from a rigorous evaluation and feedback on the performance fields of a given position. These training and development plans are available for each of the sixty (60) competencies of the COMPMETRICA Competency Model.

Description

-  Sixty (60) generic training plans based on the Compmetrica Competency Model;
-  Working guide to the attention of the HR professionals;
-  Working template of individual plan in editable format.

A **Compmetrica Training Plan** includes:

-  The definition of the competency, including a series of behavioural indicators and the development objectives;
-  A learning difficulty index based on the competency's inherent structure as well as the personal and organizational investment required to develop employees on this aspect;
-  List of concrete actions that can be taken to master each of the sixty (60) competencies (in terms of coaching, involvement of superiors, colleagues, subordinates or clients, voluntarily approach or others);
-  Personal reflection on situation where the employee obtained success or ran into difficulties;
-  Identification of the available resources permits the user to master each of the sixty (60) competencies (reference documents, videos, classes and workshops).

Targeted Clientele

Organizations that value an approach based on the development of competencies in their human resources practices.

Conditions

The **Compmetrica Training Plans** can be purchased by visiting the Compmetrica website (www.compmetrica.com).

Qualifications

Specific qualification/training is **NOT** required to use the **Compmetrica Training Plans**.

FOR MORE INFORMATION, SPEAK TO ONE OF EPSI'S
ASSESSMENT AND EVALUATION CONSULTANTS AT 1-866-771-9078



Competency Management

COMPMETRICA TRAINING PLANS

COMPMETRICA Competency Model

List of Competencies

Thinking Skills	Leadership Skills	Management Skills
01 Cognitive Ability	20 Acute Awareness of the Environment	45 Ability to Manage Change
02 Analytical Ability	21 Strategic Thinking	46 Project Management Skills
03 Ability to Synthesize	22 Ability to Mobilize	47 Ability to Manage Human Resources
04 Creativity/Innovation	23 Persuasion	48 Ability to Manage Material Resources
05 Open-mindedness	24 Ability to Command	49 Ability to Manage Financial Resources
06 Problem-solving	25 Ability to Establish Effective Teams	50 Planning Skills
07 Decision-making/Judgment	26 Ability to Develop Others	51 Ability to Organize/Orchestrate
08 Learning-oriented	27 Ability to Manage Conflicts	52 Ability to Delegate
		53 Ability to Control

Communications	Technical and Professional	Entrepreneurship
09 Oral Communication	28 Technical and Professional Skills	54 Business Acumen
10 Written Communication	29 Detail-oriented	55 Initiative/Entrepreneurship
11 Ability to Listen	30 Clerical Abilities	56 Networking Skills
12 Ability to Transmit Information	31 Thoroughness	57 Partnership Skills
13 Ability to Manage Communications		58 Client-oriented
		59 Results-oriented
		60 Negotiation Skills

Interpersonal Relationships	Personal Qualities
14 Interpersonal Communications	32 Autonomy
15 Sociability	33 Need to Achieve
16 Takes Care of Others	34 Self-confidence
17 Empathy	35 Self-control
18 Tolerance	36 Ability to Balance Work/Private Life
19 Ability to Work in a Team	37 Being Organized
	38 Adaptability
	39 Independence of Mind
	40 Integrity
	41 Self-motivated
	42 Action-oriented
	43 Perseverance
	44 Stress Resistance



Working Guide - Compmetrica Development Plan

Working Guide for Human Resources Personnel

Here is a guide to help you in preparing competency development plans. The guide covers the various stages you will need to complete as well as a range of resources available to assist you.

Identifying areas for improvement

- Consider the overall score for each assessed competency.
- Identify any difficulties observed and the level of learning difficulty.
- Pay special attention to the competencies with the lowest rankings, regardless of the overall score for those competencies.
- Identify the weakest aspects of those competencies.
- Agree on areas for improvement with the employee.

Establishing a plan of action

- Identify the employee's development goals from the list of six (6) behavioural indicators.
- Determine target activities by referring to the sixty (60) competency development plans from the Compmetrica Model:
 - Make use of diverse resources (see the "Learning Activities" section);
 - Take into account the employee's learning style;
 - Consider the resources and options offered by your organization.
- Identify the resources and the support that will be offered to the employee to help him/her attain his/her development goals.
- Set a realistic schedule for the implementation of the competency development plan.
- Identify means to measure the level of learning after completion of the various activities.

Assessing progress

- Schedule time to assess what the employee has learned.
- Ask others for their opinion on what the employee has learned.
- Establish a timeline for attaining the learning objectives.
- Prioritize the objectives.
- Seek the support of a mentor or learning partner.

Concrete Actions

Identify a person who is very creative and innovative

- Ask this person questions so that you can be capable of understanding how he puts his creative and innovative mind to work and the behaviour patterns he adopts to do so.
- Conduct the same exercise with several people and emphasize the appropriate methods they have in common.
- Incorporate these methods into your way of exercising your creativity and innovation.

Ask your supervisors, colleagues, subordinates or clients to give you feedback on your ability to create and to innovate

- Ask for specific feedback on your methods and see it as a learning experience.
- Change the behaviours that have been identified as lacking, deficient or inappropriate.

Think of something else you could do to improve your ability to create and to innovate

- Ask your supervisor if he is currently dealing with a problem that is particularly difficult or that demands creativity and innovation. Ask to work with him in order to help him solve this problem using your ability to create and to innovate.

Compare situations in which you are successful with those in which you encounter difficulties

- Review work situations from the last week which involved creativity and innovation, and identify your successes and the difficulties encountered.
- Discuss your observations with your supervisor, then contact the people involved to discover and confirm what they liked about your methods or what could have been improved.
- Take actions to improve your ability to create and innovate in future situations.

Improve your creativity and innovation

- Identify the elements that prevent you from being creative and step out of your comfort zone.
- Ignore your critical mind and be open to new approaches.
 - Take time to study a problem in depth and from different angles.
 - Use a creative technique when problem solving, such as a group brainstorming session.
 - Create diversified groups to increase creativity.
- Actively participate in a continuous learning process to enlarge your field of knowledge and to vary your ways of

Definition of the Competency and Development Objectives

Able to propose original, imaginative, or ingenious ways of doing things or solving problems

- Uses divergent thinking: the ability to generate many different ideas in response to a problem
- Proposes original solutions to recurrent problems
- Suggests promising new work approaches or methods
- Contributes many imaginative ideas during brainstorming sessions
- Is recognized as having an innovative and clever mind
- Suggests forward-thinking ideas

Each competency, by its nature, may be more or less difficult to improve upon. This difficulty is established based on elements that take into account the competency itself and the individual and organizational aspects. The box below presents the level of difficulty learning this competency.

Learning Difficulty: High Learning Difficulty Level

It is difficult to develop this competency. Creativity and innovation are in part dependent on artistic and cognitive abilities, and represent an individual orientation. On the personal side, individuals can improve their innovation and creative ability by taking risks, being open to different ways of doing things, travelling, being exposed to different experiences, developing their artistic abilities, etc. On an organizational level, management can informally create working environments that foster creativity and innovation. In both instances however, great efforts have to be made to improve upon this competency.

Difficulties Observed

A competency is complex and it is often necessary to pay particular attention to behaviours that may reflect the difficulties associated with insufficient or excessive presence of a competency. This allows to better situate people in relation to the expression of specific behaviours that lie outside the normally acceptable limits.

Insufficient Presence

- Relies solely on evidence and usual ways of doing things
- Always recommends the same solutions for the same problems
- Avoids trying out new approaches
- Does not contribute new ideas
- Has a tendency to regress

Excessive Presence

- Has difficulty sticking to stipulated methods
- Gets stuck in too many new ideas. Has difficulty organizing his/her thoughts
- Favours changes for the sake of changing at the risk of making major errors
- Presents ideas which are innovative but unrealistic
- Leaves no place for others in brainstorming sessions

