HR4ASIA project

WP2 Capacity building

TRAINING PROGRAMME MODULE TEMPLATE

No.	TEMPLATE ELEMENTS	DESCRIPTION
1.	**Training module title**	**Competence/y Model to Team Development**
2.	**Duration**	24 hours. Work hour in room: 17,5 hours - 3 days [17 to 19 of January].
3.	**Annotation of the training module**	This course constitutes the integral part of the training programme aimed at providing relevant know-how in preparation for modernizing different aspect of HRM at Higher Education Institution for Southeast Asian Universities
4.	**Aim of the training module**	The main aim of the module is to develop general understanding about competence management, develop a plan to implement a competence management model for each participant university
5.	**Assessments methods of participants**	Participant actively in all activities prepared.
6.	**Main references**	**Sanghi**, Seema. *The handbook of Competency Mapping – understanding designing and implementing competency models in organizations*. New Delhi: Sage, 2012. **Spencer**, Lyle M. Jr. and **Spencer**, Signe M. *Competence at Work: Models for Superior Performance*. New York: John Wiley & Sons, 1993.
7.	**Additional references**	**Armstrong**, Michael and **Taylor**, Stephen. *Handbook Of Human Resource Management Practice*. London: KoganPage, 2014. **Boyatzis**, Richard E. *The Competent Manager: A Model for Effective Performance*. New York: John Wiley & Sons, 1982.

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		Berger, Lance A. and Berger, Dorothy R. *The Talent Management Handbook, Second Edition: Creating a Sustainable Competitive Advantage by Selecting, Developing, and Promoting the Best People*. McGraw-Hill, 2010.
8.	**List of the module lecture topics**	1. Human Resources Management: development of workers and staff in organisations (30 minutes) 2. General concepts linked with the main Strategy (45 minutes) 3. Competence Management and Competence Management Models (60 minutes) 4. Strategic alignment to Competence Management (60 minutes) 5. Design a project plan to develop the Competence Management Model for HEI (120 minutes) 6. The competence in HEI field for staff (60 minutes) 7. Lab case CoMoHEI (60 minutes) 8. Change management program (60 minutes) 9. Final appointments (45 minutes)
9.	**List of the module exercise topics**	1. Reflexion about the topic (120 minutes) 2. Implementation tools (150 minutes) 3. Simulation and group dynamics (120 minutes) 4. Teamwork (120 minutes)

10.	**Content of individual work**	1. Homework – previous (before the workshop)
		  a. Identifying the national and organisational rules applied to staff in Higher Education Institution in each University partner
		  b. Review the workshop 1
		2. Room work – during the workshop
		  a. Wiki university/strategy/human resources topics/competence model
		  b. Competence model development
		  c. Design plan to Competence Model
		  d. Teamwork

11.	**Methods of studies**	Lectures Seminar

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		Discussion Role-plays Application activities
12.	**Module Outcomes**	Knowledge: understand the concept of competence model to human resources development and talent management
		Skills: describe the service activities and core competence, identifying the key skills
		Ability: leader a project team on this field and built the tools needed to define a competence model in an University
13.	**Evaluation methods of achievements**	• Individual participation • Work in the activities
14.	**Module prepared by**	University of Évora: ▪ Professor Fátima Jorge, Management Department (mfj@uevora.pt) ▪ Professor Margarida Saraiva, Management Department (msaraiva@uevora.pt) ▪ Professor Paulo Resende da Silva, Management Department (pfs@uevora.pt)
15.	**Module presented by**	Professor Paulo Resende da Silva
16.	**Annexes:**	I. Articles to previews reading a. Le Deist, F. D., & Winterton, J. (2005). What is competence? Human resource development international, 8(1), 27-46. b. Team FME (2013). Developing competencies. Appraisal skills. URL: www.free-management-ebooks. com c. Suhairom, N., Musta'amal, A. H., Amin, N. F. M., & Johari, N. K. A. (2014). The development of competency model and instrument for competency measurement: The research methods. Procedia-Social and Behavioral Sciences, 152, 1300-1308.

4th of January, 2018