



Why a Competency & Skills Library?

Competencies and skills are the basic building blocks of human resource management. Organizations hire, orient, train, plan, assess, promote, and pay for competencies and skills. If your organization hasn't identified its critical competencies and skills, none of its HR programs will be effective, and it can't effectively manage employee development, performance or results!

focus includes a library of more than 500 capabilities found in high performing companies:

- **Core Competencies** (such as Teamwork, Customer focus, etc.) that elevate good performers to outstanding performers.
- **Cross-Functional Skills** that are important for many jobs, organized into categories such as basic, thinking, planning, project implementation, and computer user skills.
- **Functional Skills** that are important for specific jobs. All departments (operations or support) may identify the skills that are critical for their function.

Competency & Skill Library Features & Benefits

- **Comprehensive Library:** No need to "create the wheel." Allows a quick start.
- **Completely customizable:** Create new skill groups, skills, and sub-skills as needed.
- **Create Common or Unique Performance Levels:** Define different levels of competence (for example, from beginner to expert) for each competency, or use one scale for all.
- **Input Performance Targets:** Identify performance expectations for each competency/skill group for entry level up through senior management.
- **Define Behavioral Indicators:** If desired, enter behavioral examples/targets for competencies and skills.
- **Continually Enhanced and Grows in Value:** The library is easily enhanced as a by-product of job profiling, performance planning, and employee development.
- **Fully Integrated with Other *focus* Functions:** Your competency/skill library is used in every other function of *focus*, ties them all together, and allows consistency throughout all your performance management and development programs.

Typical Steps to Implement

1. Review provided library; eliminate competencies and skills that are irrelevant to your organization.
2. Select core competencies based on organizations strategy and values.
3. Departments review list of competencies and skills for their function, and, as needed add additional competencies and skills.
4. Library grows naturally as new skill needs are identified while building job profiles, performance, development, or succession plans.

***Bring the power of *focus* to your organization.
Contact us to explore a customized solution just right for you.***

