

Competency Frameworks & Training Needs Analysis

From a competency framework to an annual training plan built on a real gap, not on wish lists.

Level	Practitioner
Duration	3 days · 18 training hours
Fee	699 AED
Group size	6 - 20 participants
Delivery	In-house · Public run · Live virtual
Runs each year	19 April and 15 November

All training programmes are accredited by the Sharjah Private Education Authority.

Programme objectives

- Design a competency framework tied to strategic objectives
- Run a structured training needs analysis at three levels
- Build a costed, prioritised annual training plan
- Measure training impact at behaviour and results level

Who it is for

HR managers and specialists, training and development officers, and department heads.

Prerequisites: None.

Programme outline

Day 1 — Building the framework

- Competency types: core, leadership, technical
- Proficiency levels and their behavioural descriptors
- Linking competencies to strategy
- Exercise: defining one competency across its levels

Day 2 — Measuring the gap

- Analysis levels: organisation, role, individual
- Instruments: self-rating, manager rating, tests
- Using appraisal results as a needs source
- A team gap-measurement exercise

Day 3 — The plan and the impact

- From gap to the right intervention — training or otherwise
- Building and costing the annual plan
- The Kirkpatrick model for impact measurement
- Impact reports as excellence award evidence

Competencies developed

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|-------------------------------|----------------------|
| • Competency framework design | • Needs analysis |
| • Budget planning | • Impact measurement |

What participants take away

- A competency dictionary ready to tailor
- A training needs analysis instrument
- An annual training plan template
- A company-issued certificate of attendance

How it is assessed

A practical deliverable: a mini competency framework for one role plus a costed annual training plan.

About the company

Innovation Excellence Consulting & Training is a Sharjah-based firm working with government and private organisations across the UAE and the region. We deliver management consulting, excellence award readiness, customer experience, corporate innovation, ISO certification and research — alongside accredited, applied training programmes.

Programmes accredited by the Sharjah Private Education Authority · 3,500+ professionals trained · 40 government and private entities

Why train with us

- No less than 40% of every programme is exercises and case work, not lecturing.
- Programmes designed on the ADDIE model, with cases drawn from the participants' own workplace.
- Trainers with genuine field experience in the work they are teaching.
- Delivered in Arabic and English to the same standard — in-house, public or virtual.

Register for this programme



To register, or to run this programme at your premises, get in touch — or register directly from the programme page on our site.

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Fees are per participant in UAE dirhams and exclude VAT. Confirm the year of each run on our website.