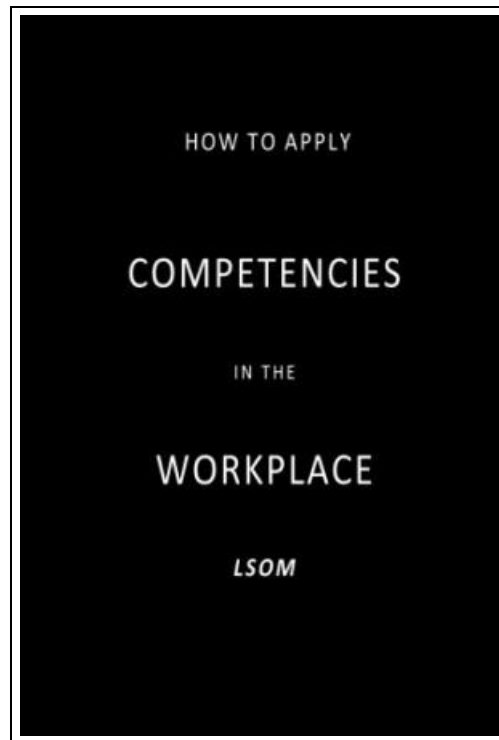# How to Apply Competencies in the Workplace

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HOW TO APPLY COMPETENCIES IN THE WORKPLACE

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Createspace, United States, 2012. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.COMPETENCIES-HOW TO APPLY IN THE W/PLACE-INTRODUCTION Competencies and Competences have often been used interchangeably when the subject of competencies is discussed. There is a difference in the terminology. Competencies are actually the combination of skills, knowledge/experience/behaviors/attitudes that a person possesses while a competence is the level of ?excellence? in such competenc, as exercised or displayed in the workplace. Then, there is the ?standard?, which is the minimum acceptable level of competence (of the competency) expected of a job incumbent in the workplace. This book is written with the primary objective of assisting Managers understand the terminology in simple language and how to apply these in the workplace. (No attempt is made to review these from an academic perspective). The subject matter is presented in three sections; 1.83 COMPETENCIES with descriptions 2.Applying COMPETENCIES in the WORKPLACE and 3.Competencies ? GENERIC and HR MODEL. The 83 Competencies are presented in ?ready-to- use? descriptions. However, you may want to adapt these to your own particular needs, as considered fit. Section 2 shows you how to apply the competencies, competences as well as standards in your workplace. Competencies can be applied, for performance appraisals as in well as in the selection of employees, confirmation of employees, promotions, training and succession planning. Most companies use some form of competencies and competences, without being aware that they are using them. As the adage goes ?a wine by any name?, what is important is that the assessment comprehends the standards and the level of the person s competence in the competency being measured. Examples of some applications are shown. Section 3 shows a model which organizations can use for developing applicable competencies in other functions....

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