

# Competency Management

## Course Outline

- What is a Competency?
- What is a Competency Framework?
- Types of Competencies
- How to design a Competency Model?
- How to write a Competency?
- Competency-based Job Analysis

**Course Duration:** 1 Day from 9:00AM to 4:00PM

**Course Language:** English material/ bilingual lecture

**Registration Deadline:** One week before the course date

**Course Venue:** Top Business premises: 17, Abdel Wahab Selim Elbeshry St. Sheraton Heliopolis, Cairo, Egypt.

## Registration & Payment

- Logon to [www.topbusiness-hr.com/course\\_Register](http://www.topbusiness-hr.com/course_Register) to fill a registration form. Alternatively you can request a registration form by mail from: [training@topbusiness-hr.com](mailto:training@topbusiness-hr.com).
- Course fees include materials (Soft Copy), coffee break, and certificate.
- Payment by cheque in Top Business' name, cash to our address, Visa or bank transfer.
- Payment is due within 3 working days from course confirmation date. Your registration is confirmed only after payment.
- In case of cancellation 4 working days before the course starting date, 10% of the total amount is nonrefundable.

## For More Information

17, Abdel Wahab Selim Elbeshry St.,  
Sheraton Heliopolis, Cairo - Egypt  
T. +2 02 226 871 44 / +2 02 226 871 45  
Ext. 440/1  
F. +2 02 226 871 58  
M. +2 010 229 20 433  
[training@topbusiness-hr.com](mailto:training@topbusiness-hr.com)  
[www.topbusiness-hr.com](http://www.topbusiness-hr.com)