



DESIGNING & IMPLEMENTING COMPETENCY MATRIX

5-6 NOV 2026 | 9.00AM - 5.00PM |
MEFA TRAINING CENTER, PJ

Course Overview

Designing & Implementing Competency Matrix is a practical, workshop-based programme designed to help HR professionals and managers build clear, role-based competency frameworks aligned with business goals. Participants will learn how to define competencies, proficiency levels, and behavioral indicators, and translate job requirements into a structured competency matrix.

The programme focuses on real-world application, enabling participants to use competency matrices for recruitment, performance management, learning and development, and succession planning, while ensuring effective implementation and long-term sustainability.

Who Should Attend

- HR & L&D professionals
- Talent Management & OD Teams
- HR Business Partners
- Department Heads & Managers
- Training & Development Staff

Learning Outcomes

- Understand the purpose and business value of a competency matrix
- Identify and define core, functional, and leadership competencies
- Develop proficiency levels and behavioral indicators for roles
- Apply the competency matrix for recruitment, performance, and learning
- Assess gaps and implement development plans with stakeholder support

Course Registration :



<https://forms.office.com/r/fyzTFxrn5N>



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Course Structure

Trainer Profile



**NOR AINA KAMARUDDIN
(TRAINING CONSULTANT)**

Nor Aina Kamaruddin ("Aina") brings over 30 years of distinguished HR leadership experience across a wide range of industries, including banking, financial services, insurance, telecommunications, and shared services. She has a proven track record in developing and implementing strategic HR initiatives that support organizational transformation, strengthen workforce capabilities, and drive sustainable business growth. As an accredited HRD Corp Trainer, Aina has successfully guided organizations through complex people and business challenges, helping leaders build effective, future-ready workplaces. Her training expertise covers both core HR disciplines and specialized technical areas, enabling organizations to enhance performance and compliance. With a strong regional focus on Southeast Asia, Aina possesses deep knowledge of the region's evolving workforce trends, employment practices, and HR landscape, making her a trusted advisor and sought-after facilitator..

Time	Agenda
DAY 1	
8:30am - 9:00am	Registration
9:00am - 9:30am	• Course Introduction / ice Breaking
9:30am - 10:45am	MODULE 1: • Foundations Of Competency-based Talent Management
10:45am - 11:00am	Break
10:45am - 1.00pm	MODULE 2: • Types of Competencies & Framework Architecture
1.00pm - 2.00pm	• Lunch Break
2.00pm - 3:30pm	MODULE 3: • Job Analysis & Competency Identification
3.30pm - 3.45pm	Break
3.45pm - 5:00pm	MODULE 4: • Defining Proficiency Levels & Behavioral Indicators
DAY 2	
8:30am - 9:00am	Registration
9:00am - 10:45am	Module 5: • Building The Competency Matrix
10:45am - 11:00am	Break
11:00am - 1:00pm	MODULE 6 & 7: • Using Competency Matrix Across Hr Systems • Competency Assessment & Gap Analysis
1:00pm - 2.00pm	Lunch Break
2.00pm - 3:30pm	MODULE 8 & 9: • Designing Learning & Development From The Matrix • Change Management & Buy-In
3.30pm - 3.45pm	Break
3.45pm - 5:00pm	MODULE 10: • Sustaining & Evolving The Competency Matrix

