



# DESIGNING & IMPLEMENTING COMPETENCY MATRIX

19 & 20 MAY 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 behavioural 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

## Learning Outcomes

Participants will be able to :

- 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 :



**RM2,000**

(Price Inclusive of 8% SST)  
HRDC Claimable\*

<https://forms.office.com/r/8ipTb1vRAu>



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## Course Structure

## Trainer Profile



**PUNITHA MALAR (AISHU)**

With over 25 years of combined experience in higher education management, I bring a strong track record in driving strategic initiatives across Southeast Asia, Australia, and the United States. My expertise spans strategic partnerships, business development, learning and development (L&D), and talent management, enabling organizations to achieve sustainable growth and long-term success.

I am highly skilled in managing key stakeholders, navigating policy and governance frameworks, and aligning membership interests with organizational goals. My approach emphasizes practical, results-oriented solutions that improve organizational performance, employee engagement, and workforce retention. Passionate about continuous improvement, I am committed to fostering inclusive, high-impact learning environments that empower individuals and organizations to thrive in a rapidly changing global landscape.

Time	Agenda
<b>DAY 1</b>	
8:30am - 9:00am	Registration
9:00am - 9:30am	<ul style="list-style-type: none"> <li>Course Introduction / ice Breaking</li> </ul>
9:30am - 10:45am	<b>MODULE 1 :</b> <ul style="list-style-type: none"> <li>Foundations Of Competency-based Talent Management</li> </ul>
10:45am - 11:00am	Break
10:45am - 1.00pm	<b>MODULE 2 :</b> <ul style="list-style-type: none"> <li>Types of Competencies &amp; Framework Architecture</li> </ul>
1.00pm - 2.00pm	<ul style="list-style-type: none"> <li>Lunch Break</li> </ul>
2.00pm - 3:30pm	<b>MODULE 3 :</b> <ul style="list-style-type: none"> <li>Job Analysis &amp; Competency Identification</li> </ul>
3.30pm - 3.45pm	Break
3.45pm - 5:00pm	<b>MODULE 4 :</b> <ul style="list-style-type: none"> <li>Defining Proficiency Levels &amp; Behavioral Indicators</li> </ul>
<b>DAY 2</b>	
8:30am - 9:00am	Registration
9:00am - 10:45am	<b>Module 5 :</b> <ul style="list-style-type: none"> <li>Building The Competency Matrix</li> </ul>
10:45am - 11:00am	Break
11:00am - 1:00pm	<b>MODULE 6 &amp; 7 :</b> <ul style="list-style-type: none"> <li>Using Competency Matrix Across Hr Systems</li> <li>Competency Assessment &amp; Gap Analysis</li> </ul>
1:00pm - 2.00pm	Lunch Break
2.00pm - 3:30pm	<b>MODULE 8 &amp; 9 :</b> <ul style="list-style-type: none"> <li>Designing Learning &amp; Development From The Matrix</li> <li>Change Management &amp; Buy-In</li> </ul>
3.30pm - 3.45pm	Break
3.45pm - 5:00pm	<b>MODULE 10 :</b> <ul style="list-style-type: none"> <li>Sustaining &amp; Evolving The Competency Matrix</li> </ul>

