

MODULE 4: COMPETENCY BASED LEARNING AND DEVELOPMENT

Duration: 120 minutes

Learning Objectives: By the end of the session, participants will be able to:

- Explain the concept of competency based learning and development
- Describe how the CHCF may be used for learning and development
- Describe the steps in developing competency based learning and development

Session	Description	Resources	Timing
Introduction	Activity 1: Lecture & presentation <ol style="list-style-type: none"> 1. Share the learning objectives of the session. 2. Refer to slides in Module 4. 3. Refer to employment cycle & the CHCF. 	Multimedia Module 4 Slides CHCF	5 min
Benefits of Competency Based Learning & Steps to Competency Based Learning	Activity 2: Brainstorm <ol style="list-style-type: none"> 1. Ask participants to brainstorm the difference between conventional training and development and competency based learning and development. Ask participants to discuss the benefits of competency based learning and development. 2. Invite for responses from the group. 3. Show definition on the slide. 	Multimedia Module 4 Slides	15 min
Steps to Competency Based Learning	Group Work <ol style="list-style-type: none"> 1. Divide participants into groups of 4-5 2. Ask participants to draw the steps to competency based learning 3. Debrief the exercise 4. Show slides on the steps to competency based learning 	Flip chart paper Markers	20 min

Session	Description	Resources	Timing
Blended Approach	Group Work <ol style="list-style-type: none"> 1. Tell participants the next exercise is around the blended approach. 2. Divide participants in groups. 3. Ask participants to describe blended learning approach through drawing using any of the material in the room. 4. In the exercise, participants should include the challenges and benefits of blended learning approach. 5. Encourage participants to give examples of blended learning approach. 6. Debrief 	Flip chart paper Marker Scissors	30 min
Identifying Competency Gaps	Individual Exercise <ol style="list-style-type: none"> 1. Refer to the completed self-assessment (from Module 3) 2. If participants did not complete Module 3, repeat exercise on completing self-assessment 3. Hand out to each participant the self-assessment form. 4. Mention that the self-assessment tool includes the CHCF as an example. Organisations need to adapt this form based on their own needs and context. 5. It is suggested that both the manager and the employee complete this form separately before a discussion and then compare notes and discuss. 6. For the purpose of the training session, each participant will complete the self-assessment form and later pair with another participant to discuss the rating. 7. Describe the self-assessment tool (importance of evidence). 8. Ask each participant to choose one competency domain and complete the self-assessment form (if time permits more domains can be completed). 9. Remind participant to list the evidences. Pax may refer to CHCF for guidance. 		

Session	Description	Resources	Timing
	Activity: Identifying Competencies <ol style="list-style-type: none"> 1. Ask pax to identifying gaps in the competencies 2. Pax could refer to the areas where the most gaps are found and note the respective competency domain 		
Competency training	Group Work <ol style="list-style-type: none"> 1. Divide participants into six groups. 2. Ask each group to choose one of the competency domains that shows gaps as identified in the earlier activity. Example gap found in the first domain is understanding the humanitarian context. 3. Ask the respective to group to develop a learning and development (L&D) plan and design a blended approach learning to develop the respective competency domain. 4. Groups may choose to focus on selected behaviours or behaviours for staff only or additional behaviours for managers. 5. The idea is to reflect on the different type of learning programmes that exist to strengthen core competencies. 	Flip Chart Markers Multimedia CHCF	40 min
Wrap Up	<ul style="list-style-type: none"> • Ask participants for one Key Learning Point from the session 		10 min