

# Competency & Performance Management

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Read to Lead



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# Brief about the Book

- Competency and Performance Management is an important subject for the HR specialization students.
- This book was envisaged to serve the needs of management students in India.
- It covers various topics related to competency like competency levels, mapping and measuring, assessment centers and feedback mechanism.
- It also explores the various aspects of performance management, appraisals, counseling and career development.

**The book discusses conceptual and theoretical basics with relevant examples in simple and easy to understand language.**

# Table of Contents

## Competence a work:

- Concepts of competency, competency at work
- Types of competencies---Behavioral and Technical
- Competency Description
- Competency Levels
- Designing competencies Dictionary
- Measuring or Mapping Competencies
- BEI
- Assessment Centre
- Conducting and Operating Assessment Centre
- Role of Assessors in an Assessment Centre
- Designing tools in an Assessment Centre
- Feedback Mechanism

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## **Performance Management :**

- Objective of Performance Management
- Process of Performance Management
- PA- Objectives, issues and Problems
- JD and PA
- Methods of Performance Appraisal
- Appraisal forms and formats
- Measurement in PA
- Process and Documentation of PA
- Appraisal Communication
- Appraisal Interview
- Performance Feedback and Counseling
- Career Development
- Legal and Ethical Perspectives in PA