

*COMpetence and TALent
assessment in SME's*



Com  Tal

www.comtalproject.eu

◆ **ICT tools for competence and talent assessment of employees and coaches**

A quick and user-friendly ICT tools designed to recognize potential and measure competencies of **employees / members** of the project teams and to identify training needs as well as the competencies of **coaches**. ComTAL tools are accompanied by the user's guide to facilitate the work with them.

The tools have been designed to convey a future oriented, positive, dynamic image of the companies, providing a recipe for success in an ever changing business environment, where you need to keep one step ahead of your competitors.

The competence and talent management system can be linked to a company's HR system, therefore it is essential in terms of recruiting and selecting the candidates. Competency and talent assessment can be used to define how well a candidate fits the requirements for the specific job.

The results of the managerial competence assessment can be presented in different way.

◆ **Training materials for trainer/coach and trainee**

Training programme accompanied by the training materials aiming at developing and improving 6 general competencies important for members of the project teams, which are included in the competency and talent profile of an employee.

The six competencies are:

- ⇒ **Cooperation**
- ⇒ **Flexibility**
- ⇒ **Independence**
- ⇒ **Lifelong Learning**
- ⇒ **Stress Resiliency**
- ⇒ **Meeting customer needs**

Training materials targeted both at employees and trainers were developed for each competence. Those materials are divided in two modules and they include exercises, case studies, reading materials, group activities and also a very good and helpful video guide.

The training methodology is based on the principles of efficient adult education, i.e. experiential liberalism. Active learning is promoted, with communication between the trainers and participants, cooperation, quick action, improvisation being very important. Different ways and means used throughout the training cycle are devised so that individual needs are met.

Testimonials

Automatic report - I do like such features and use them as online tools.

PL coach

The report highlights my shortcomings and areas for improvement. It gives me the ability to evaluate and understand areas of my work that need improvement - UK coach

I would like to highlight the effectivity of the spent time - it is not necessary to answer the open questions - CZ coach

Easy tool with specialized questions and good for every employee to perform this test - CY team member

Detailed statements about the competencies of a coach - CY coach

Useful initiative, e-version, interesting typology of measured dimensions and feedback for examined person - PL team member

Very interesting and instructive experience! I have also recommended it to my colleagues - CZ team member

It was useful for finding out where I can develop in the future and for my career progression. - UK team member

WHY TO USE COMTAL PRODUCTS

- ⇒ *Easy and user friendly way of evaluating the key competencies of coaches and employees*
- ⇒ *Immediate results after the completion of the self-evaluation report with suggestions about the deficiencies of the participant*
- ⇒ *Presentation of the results in various graphical ways electronically or in a report form*
- ⇒ *ICT tool operations:*
 - ◇ *History of completed evaluations*
 - ◇ *Comparative results between all the members of a team*
- ⇒ *Completed training materials that will fill all the gaps and deficiencies of a participant*
- ⇒ *Instant benefits from the evaluation of the coaches and team members for them selves and their organization*



TALENTS = THE KEY
TO FUTURE SUCCESS

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