

# Management Competency Profile

## Discover Your Management Competency

A Powerful Model and Assessment Tool that enables practitioners and managers to assess their competencies

- Business Organisations
- Training and Consulting
- Recruitment and Selection
- Government Departments
- Succession Planning
- Talent Management



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Certificate No.: M 8490

# Management Competency Model (MCM)

Competencies are observable abilities, skills, knowledge, motivations and traits defined in terms of the behaviours needed for successful job performance.

## Competency Model

A Competency is an underlying characteristic of a person which enables him /her to deliver superior performance in a given job, role or a situation.

Competencies are clusters of related knowledge, skills, abilities, and other requirements necessary for successful job performance.

A competency model is an observable, and measurable list of the knowledge, skills, and attributes demonstrated through behaviour that results in outstanding performance in a particular work context. Managerial Competencies are essential for employees with managerial or supervisory responsibility in any functional area including directors and senior posts.

The competency model forms the basis for acquiring, developing and managing leadership and management talent in the organisation.



Developing a competency model for your organisation is the best method for identifying, engaging and developing key talent



## Management Competency Model (MCM)

Alpha has researched and developed a well defined management competency model (MCM). The model contains 20 core competencies, organised in four clusters. The four clusters are:



### Cluster 1: Strategic Management

- Strategic Thinking
- Analytic Thinking
- Creativity & Innovation
- Problem Solving & Decision Making
- Change Management

### Cluster 3: Task Management

- Goal setting
- Planning & Organising
- Time Management
- Quality management
- Achieve Results

### Cluster 2: People Management

- Communication Skills
- Motivating Others
- Developing Others
- Team Building
- Customer Service

### Cluster 4: Self management

- Professionalism
- Emotional intelligence
- Stress Management
- Learning & Development
- Ethical Behaviour

## Benefits of Competency Model

Competencies are what managers must have or develop to do the job. One of the key successes of organisations is identifying management potential early, developing it, then promoting from within. Use a management competency assessment to spot talent early to:

- Inform prospective recruits what is expected of them
- Inform staff of the sort of attitudes and behaviours the organisation encourages when carrying out their duties
- Inform staff of what they can expect from their managers
- Support staff at all levels in their development in order to maximise their potential
- Link competencies closely with the organisation's strategic objectives.

All staff are encouraged to informally assess themselves against the MCM, with a view to developing their skills in all areas of the MCM.

# Management Competency Profile (MCP)

## The Management Competency Profile (MCP)

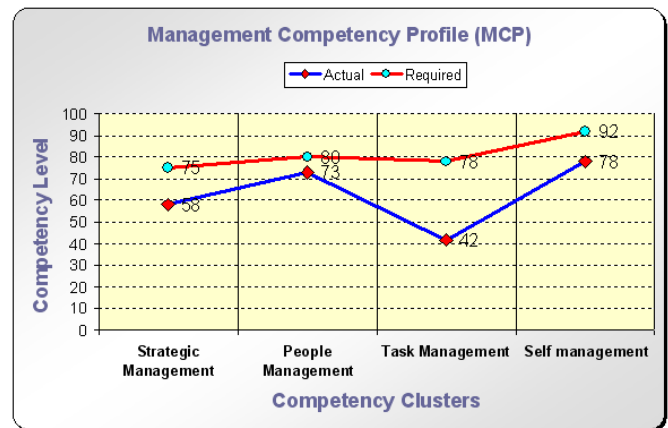
MCP is an innovative web-based Assessment Tool developed by PAS system to enable practitioners and managers to create a management competency profile and assess their competencies.

MCP benchmarks management competencies against twenty key transferable management skills – the outcome of which is a personal management skills profile. Once completed, the MCP profile provides individuals with clear guidance on where they need to focus their efforts to become a more effective and competent manager.

For organisations seeking high performance management, competency assessment provides a framework for continuously improving the knowledge and skills within an organisation.

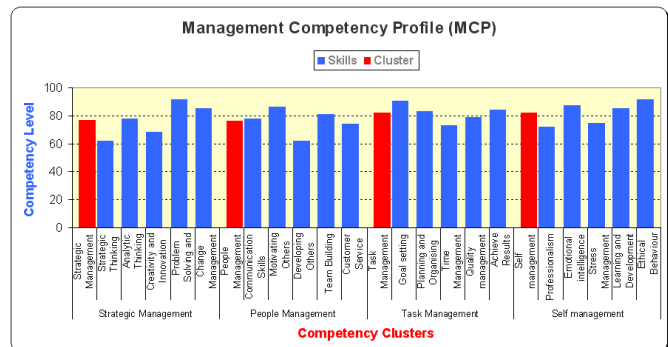
With MCP competency assessment managers can demonstrate that they have the knowledge and skills to perform a managerial job role and ultimately provide the proof that they meet the required standards.

The MCP can be used for a variety of purposes: planning for professional development, evaluating professional development, hiring, retention and dismissal, program evaluation, facilitating communication, and systemic change.



## The Management Competency Profile (MCP)

- Ensuring that new employees are assessed and then provided with a training plan so that they can promptly become a productive asset.
- Identifying competency gaps before a mistake can occur, thereby reducing the risk of non-conformances and other issues.
- Creating a consistent approach throughout an organisation by testing staff at the same time with the same test to the same standard.
- Provides a consistent level of competent management throughout the organisation
- Offers a way for employees to improve their skills, prepare them for their current job role
- Enables the organisation to improve and develop its staff and services.



## Professional Certification Programme

Certification supports the MCM goal of increased professional recognition for professional consultants and trainers and offers a professional designation to formally acknowledge their level of achievement. You can acquire certification as a Certified Consultant in Management Competency assessment.

The MCP report provides the framework that managers need to identify areas for improvement for themselves, their employees, and their programs.





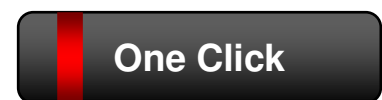
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## Management Competency Profile Online Assessment



“Alpha UK Training is committed to meet or exceed our customers’ requirements and expectations by providing quality services utilising empowered employees, continuous improvement efforts and reduced variation in every task we do.”

*Section 5.3 Quality Policy  
Alpha UK Training Quality Management System (QM 001)*



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