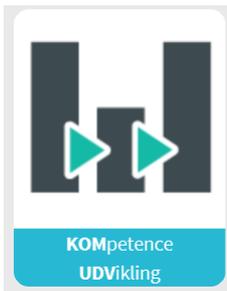# Competence development – use and learning

When you are starting up a process of competence development

Click the competence development icon. You will see this screen:

SEARCH (by the green arrow) – and create a new course of development

If you want to see whether other people in your organisation have any experience to share, write it in the search field… E.g. if you have an employee/manager who you consider sending on an MBA, and if there are anyone already in the organisation, they will appear in the search.

Let's assume that in this case, there were none – click +New:

By the red arrow, you write the working title, e.g. "MBA" – and then by the green arrow you go to the team where the relevant person belongs. If, for example, you click on the Team A group, a list will come up with everybody in that group, and you then click the one(s) who are going to be a part of the process.

The person is then placed under: Participants (visible by the green arrow).
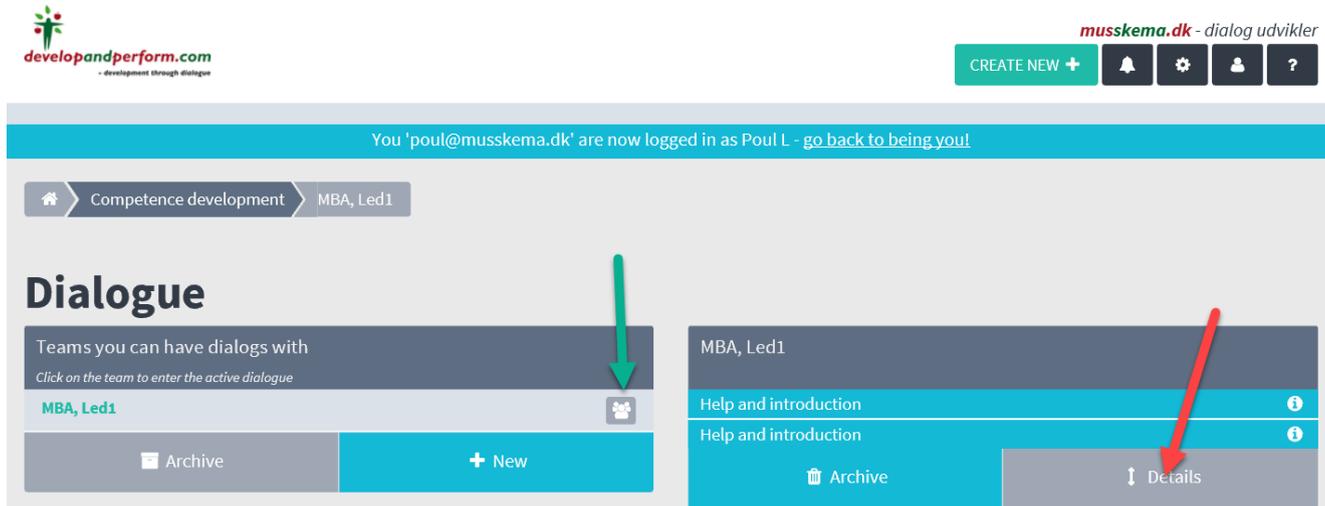
By the red arrow you can open up "Details" – and once you have decided to grant the individual a course - in this case "MBA", you can set the start and end date of the course, and those dates will then be used to control the subsequent templates that comes up when something should be done…

Once the actual course has begun – "During education" becomes active.

After – appears just after the end date.

How to write something meaningful in the templates when they become active?

It is important to keep it dialogue based – and this happens in the interrelation between the manager and the employee who is going to have his education furthered by this.

The basic thought and management philosophy behind the build-up of this module is based on the idea of the learning organisation, where it is all about ensuring

that individual knowledge – becomes common knowledge and as such becomes fertile all throughout the organisation.

Therefore, openness is desirable throughout all the dialogues – and the resumes. We'll get back to that in a moment.

When you are going to write resumes/notes of the interviews in the relevant templates, it is done like this:

- **Red arrow**: When you open the tab – you can write and create agreements based on this point
    - If the tab is dark, some previous notes/agreements are already in the system
    - If the tab is light, there is nothing yet

- **Blue arrow:** Everything that is being written in this "Public resume" may be seen by everyone in the organisation who want to learn from your experiences with the process. Therefore, we recommend that as much as possible is put into the public resume! But it is also possible to write something in the left tab "Private resume" and this can only be seen by those directly involved! In our view, a mature organisation is characterised by a far higher degree of openness!

- **Green arrow**: Here you can create all the desired agreements and put priorities and deadlines on them, so reminders will be sent to one's mailbox etc.

At the bottom you enter the date of this dialogue.

Later on you can re-access it and continue to write in the document, creating new agreements etc.