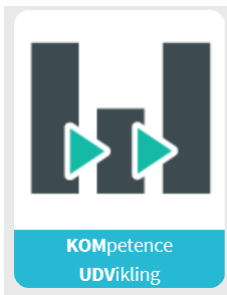


Competence web – background and configuration



Background and meaning

This module does not have the same feature of sending it to the employees for filling in before the dialogue as most other modules have.

This is an *in-situ dialogue module* for when and if we are engaged in a dialogue with an employee, who may be about to get approval for a longer development process, courses, a masters degree, etc.

Recent research shows that you must be very focused and precise when defining the various phases of an educational or training course:

- **Before:** thorough matching of expectations, what is return of investment on this, how do we work to prepare the team for receiving new knowledge, etc.
- **During:** That the manager is responsible for keeping in touch with the employee, who is on the course all the way through, in order to prepare for the situation when the employee returns with new knowledge
- **After:** Ready the implementation plan from day 2 – and then evaluation 1 and evaluation 2, so that we may ensure that expensive courses are turned into productive investments!

Robert Brinkerhoff (researcher) states that when something goes wrong in competence development process then you can identify three "villains" who value respectively 40% - 20% and 40%, and that we therefore have to navigate through or best: bypassing the

40%

The preparation, expectation balancing on output and effect in the organization, success criteria and the collegial involvement - is not done well enough or systematic enough!

20%

The course itself is not good enough and focused enough!

40%

The implementation and further measurable evaluation so as to ensure "value for money" is not done well enough and clear!

Precisely this deal musskema.dk with a setup that provides the tools BEFORE - DURING and AFTER, so the manager can act deeply professionally here ... plan, agreement, follow up – implement, evaluate, conclude targeted agreements followed up ...

Both individually – and in a group (and even across teams)

This system can be used for individual courses – and in a team across departments, if several employees are about to embark on exactly the same course. If it makes sense, the manager of one employee may be authorised to join the employees on the course.

You decide that for yourself.

Before, during and after – possible adjustment of processes and standard texts for your needs

The screenshot shows the 'Configuration' page for 'PL TEST' in the 'Competence development' section. The user is logged in as 'Poul L'. The interface includes a sidebar with navigation options and a main content area with four configuration sections: 'Authorisation', 'Supplementary', 'During education', and 'Follow up'. Each section has a dropdown menu and a 'Save' button. Red callouts 1, 2, 3, and 4 highlight specific configuration points. A black arrow points to the settings gear icon in the top right, and a blue arrow points to 'Competence development' in the sidebar.

First we need to configure the processes:

- Click on the cog wheel in the top right corner by the black arrow
- Then click by the blue arrow – on Competence development
- You now have four places where you can do something
 1. BEFORE, Authorisation – i.e. the point where the dialogue can lead to the authorisation for a course etc.
 2. DURING, During the course
 3. FOLLOW UP – this is where you set the number of days after returning from the course, where it is necessary to do the implementation plan, evaluation 1 and evaluation 2...
 4. Supplementary – grants the opportunity to follow the development throughout the process, making supplementary notes etc.

- For each of the 4 it is possible to select various templates – it is very important that all templates are as seen on this image: e.g. 1. Authorisation – the arrow must be on "COMDEV, Before" etc.
- Now click by the green arrow: Go to question sheet editor – to find this image, and when you click the individual template you can edit as needed – and remember to complete it by "Make this template live!":

You 'poul@musskema.dk' are now logged in as Poul L - [go back to being you!](#)

[Home](#) > [Configuration](#) > [Competence development](#) > [Templates](#)

Templates

+ New template

Templates owned by your department

Edit as you wish

COMDEV, Before
COMDEV, Under
COMDEV, After2
COMDEV, After 60
COMDEV, Notes



Templates owned by others

You have access to these but should only edit if owner has allowed it

The configuration is now in place.

Ready for the next step.