



**GLOBAL
INITIATIVE**
AGAINST TRANSNATIONAL
ORGANIZED CRIME

EMPLOYEE GUIDE – COMPETENCY FRAMEWORK DISCUSSION

This guide is designed to help you prepare for a meeting with your manager to discuss the competency framework and your professional development. A competency framework outlines the skills, behaviours, and expectations required for success in your role. This meeting is an opportunity to align your skills and aspirations with your organization's goals and values.

1. Prepare

- Review the Competency Framework

Familiarize yourself with the relevant Competency Framework for your role. Understand the key competencies and the behaviours associated with each one.

- Self-Assessment

Reflect on your own strengths and areas for development within the Competency Framework. Be honest with yourself and consider how you can contribute to your team and Organization.

- Gather Examples

Think about specific examples from your work that demonstrate your competencies. This will help you discuss your performance effectively.

- Identify Goals

Consider your career aspirations and how they align with the Competency Framework. Think about the competencies you want to improve or develop further.

2. Understand the Purpose of the Meeting

Remember that the meeting is an opportunity to discuss your performance, identify areas for growth, and set professional development goals.

3. Ask Questions

Don't hesitate to ask questions during the meeting. If you need clarification about any part of the Competency Framework or the discussion, your manager is there to help.

4. Be Open to Feedback

Be receptive to both positive feedback and constructive criticism. It's essential to understand where you excel and where you can improve.

5. Collaborate on Development Goals

Work with your manager to set SMART (Specific, Measurable, Achievable, Relevant, Time-bound) goals related to competency development. These goals should align with your career aspirations and the organization's needs.

6. Seek Support & Resources

Discuss with your manager the resources and support available to help you achieve your competency development goals. This could include training, mentorship, or access to learning materials.

7. Create a Plan

Collaboratively create a development plan with your manager. This plan should outline the steps, milestones, and deadlines for achieving your competency goals.

8. Timeline and Check-Ins

Establish a timeline for reviewing your progress and scheduling follow-up meetings with your manager to track your development and discuss any adjustments to the plan.

9. Take Ownership

Remember that your professional development is a shared responsibility between you and your manager. Take ownership of your growth and actively participate in achieving your competency goals.

10. Keep Records

Document the outcomes of the meeting, including your development plan and goals. This will help you stay on track and provide a record for future evaluations and discussions.

11. Express your Commitment

Conclude the meeting by expressing your commitment to your development and to contributing positively to the team and organization.

12. Follow Up

After the meeting, actively work on your development goals and regularly check in with your manager to update them on your progress. Be proactive about seeking feedback and adjusting as needed.

Remember that this meeting is an opportunity to foster your professional growth and contribute to the success of your team and organization. By actively engaging in the process, you demonstrate your dedication to your role and your commitment to continuous improvement.