

Checklist for Communicating New Competency Model

What it does:

The Checklist for Communicating a New Competency Model helps identify and prioritize those activities that aid in launching a new competency model to the wider workforce.

How to Use it:

Ensure that key activities for a successful launch are considered and assigned to project team members.

Instructions:

- Review your planned communication activities and deliverables against the checklist below to identify anything you might have overlooked

Checklist of Key Communication Activities

- Have we created and announced a timeline for rolling out the new competency model to the organization?
- Have we found opportunities to repeat the key message numerous times coming from different stakeholders?
- Have we developed a communication strategy that provides a compelling business case for the model's adoption across the organization?
- Have we provided background on the creation process and the business input into the new competency model?
- Have we refined our communication materials with the line and employees to consistently reflect the language of the competency model?
- Have we highlighted the how the competency model builds on former competencies or values? Have we focused on similarities and core changes?
- Have we devised a plan for demonstrating the impact of the competency model on employee performance and business results?
- Have we instituted guidelines for auditing and redesigning components of the competency model to ensure that it continues to map to our evolving business strategy?

Sample Product Deliverables

- Communication strategy that includes internal marketing materials providing the business case for the model's use
- Metrics that will be used to assess the model's impact on employee and organizational performance
- Instructional materials for line managers using the model to assess the performance of direct reports
- Timeline for integrating the model into key HR processes
- Guidelines for auditing and redesigning components of the competency model

Communicating With Competency

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