

# Course : Building a skills repository

Practical course - 2d - 14h00 - Ref. CRF

Price : 1590 CHF E.T.

★★★★☆ 4,8 / 5

Nouvelle édition

To implement a GPEC approach, it is necessary to equip yourself with skills monitoring tools. In this course, you will learn how to describe functions and professions, align the repository with HR strategy, relay it to managers and monitor it over time.

## Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Acquire a methodology for describing functions and professions and selecting associated assessment criteria
- ✓ Align the repository with HR strategy
- ✓ Organizing your project over time
- ✓ Communicating, involving and securing the support of managers

## Intended audience

Employment/training development managers, GPEC managers, HR directors and managers, HR/recruitment managers.

## Prerequisites

No special knowledge required.

## Practical details

### Hands-on work

Drafting a competency. The participant determines the headings of his reference frame.

## Course schedule

### PARTICIPANTS

Employment/training development managers, GPEC managers, HR directors and managers, HR/recruitment managers.

### PREREQUISITES

No special knowledge required.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more. Participants also complete a placement test before and after the course to measure the skills they've developed.

## 1 The skills approach

- The skills panorama.
- Understand all the issues involved in the skills approach.
- Make the link with trades.
- The various skills management tools and their links: job profile, function sheet, etc.
- Identify the technical and behavioral skills required for a job.
- Differentiate between competence and potential.

### Hands-on work

Respond to a project management tool to determine the challenges of this approach.

## 2 Organizing and mobilizing players

- Organize your project over time.
- Introduction to setting up the repository.
- List and plan the various stages.
- Set up working groups. Identify the people involved and their roles.
- Set up a steering committee.
- Validate the repository and select validators.

### Hands-on work

Provisional schedule of major stages.

## 3 Developing your skills repository

- Distinguish between different frames of reference: profession, job, skills...
- The role and usefulness of a skills repository.
- Giving meaning to your frame of reference.
- Using the reference framework: mobility, recruitment, skills assessment, training.
- Describe the company's functions and professions using a methodical approach, and map them out.
- Implementing an accessible and relevant tool: the importance of a reasonable, systemic vision of the project.
- Write skills using action verbs.
- Associate assessment criteria with each job.

### Hands-on work

What can my skills repository look like? Analysis based on case studies.

## 4 How to write job descriptions

- Know the different types of cards.
- Identify the key elements of a description.
- Describe jobs and extract skills.

### Hands-on work

Drafting a job description.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@orsys.fr](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.

## 5 Explain and promote your skills repository

- Communicating, involving and getting managers on board.
- The importance of employees taking ownership of the reference systems.
- Monitor and update your repository so that it is not obsolete within months of its creation.
- Explain the advantages of this reference system so that it becomes a meaningful tool.

### Hands-on work

Team game on communicating the reference system.

## Dates and locations

### REMOTE CLASS

2026 : 8 June, 10 Sep., 7 Dec.