

## Specification of Competency Standards for Human Resource Management

### Unit of Competency

Title	Carry out employee communication activities
Code	107089L3
Range	Carrying out employee communication activities that form an integral part of the overall employee communication strategy. This applies to implementation of appropriate kinds of employee communication activities to make effective information flow and maintain high employee engagement level in the organisation.
Level	3
Credit	3
Competency	<p>Performance Requirements</p> <ol style="list-style-type: none"> <li>1. Knowledge in the Subject Area <ul style="list-style-type: none"> <li>• Understand key elements of organising employee communication activities in an efficient and cost-effective manner</li> </ul> </li> <li>2. Applications and Processes <ul style="list-style-type: none"> <li>• Carry out different kinds of employee communication activities that form an integral part of the overall employee communication strategy</li> <li>• Carry out employee communication execution plan to reach target audience and maximise participation</li> <li>• Carry out follow-up actions based on evaluation results</li> </ul> </li> <li>3. Professional Behaviour and Attitude <ul style="list-style-type: none"> <li>• Proactively report issues or concerns raised by employees to senior management for prompt follow-up</li> <li>• Identify and follow the specific requirements of different kinds of employee communication activities</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Implementation of employee communication activities to help employees understand the key messages of the initiatives and gain their support.</li> <li>• Implementation of follow-up actions to make effective information flow and maintain high employee engagement level based on the evaluation results of the employee communication activities.</li> </ul>
Remark	