

## Specification of Competency Standards for Human Resource Management

### Unit of Competency

Title	Develop and manage organisational and departmental action plans for employee engagement
Code	107095L5
Range	Developing organisational and departmental action plans with specific employee engagement initiatives and managing their implementation progress. This applies to the development and management of organisational and departmental plans for employee engagement that are linked to business objectives, limited to manageable number of action priorities, and focused on action areas where positive impact is created for the concerned stakeholders (e.g. at supervisory level, for a specific department).
Level	5
Credit	5
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 the challenges and critical success factors in establishing and implementing organisational and departmental action plans</li> </ul> </li> <li>2. Applications and Processes <ul style="list-style-type: none"> <li>• Translate identified key drivers of employee engagement into organisational and departmental action plans</li> <li>• Develop clear and achievable targets for organisational and departmental action plans</li> <li>• Provide tools with clear deliverables, responsible parties, timeline and performance indicators for tracking implementation of organisational and departmental action plans</li> <li>• Set up mechanism to develop organisational action plan for employee engagement based on common themes drawn from departmental action plans</li> <li>• Introduce organisational and departmental action plans to employees and present correlation among organisational, departmental and individual performance indicators</li> <li>• Set up mechanism for developing and managing organisational and departmental action plans</li> </ul> </li> <li>3. Professional Behaviour and Attitude <ul style="list-style-type: none"> <li>• Proactively reinforce implementation of organisational and departmental action plans through appropriate channels</li> <li>• Review progress of organisational and departmental action plans and update senior management on a regular basis</li> <li>• Revise the action plans based on evaluation of its impact or changing circumstances as appropriate</li> </ul> </li> </ol>
Assessment Criteria	<p>The integrated outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> <li>• Establishment of mechanism for developing and managing organisational and departmental action plans for employee engagement.</li> <li>• Establishment of organisational and departmental action plans based on the identified key drivers of employee engagement (e.g. career opportunities, involvement in decision-making, commitment to employee wellness).</li> <li>• Monitoring of organisational and departmental action plans for employee engagement.</li> </ul>
Remark	