MacLead's Competency Management Solution (CMS)

User Manual

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Introduction to People CMM

Organizations have tried to apply many different techniques in their capacity to move towards strategic human capital management. They have combined downsizing with restructuring, applied reengineering or process improvement, improved information sharing, clearly communicated the organization's mission, and instituted employee involvement.

People Capability Maturity Model® Framework (People CMM®) is a tool that helps you to successfully address the critical people issues in organizations. The People CMM employs the process maturity framework of highly successful Capability Maturity Model® as a foundation. Based on the best current practices in fields such as human resources, knowledge management, and organizational development, People CMM guides organizations in improving their processes for managing and developing their workforce.

The People CMM helps organizations;
- characterize the maturity of their employee practices,
- establish a program of continuous employee development,
- set priorities for improvement actions,
- integrate employee development with process improvement, and
- establish a culture of excellence.

The People CMM consists of five maturity levels that establish successive foundations for continuously improving individual competencies, developing effective teams, motivating improved performance, and shaping the workforce which the organization needs to accomplish its future business plans. Each maturity level is a well-defined evolutionary plateau that institutionalizes new capabilities for developing the organization's workforce.

Overview of the CMS Software

MacLead's **Competency Management Solution (CMS)** software enables:

- **Define** competency descriptions, i.e. competencies based on core, behavioral and functional for all levels
- Bifurcate each competency into knowledge, skill and process ability along with defined level of competency required
- **Assess** each employee on the basis of the defined competency description
- Evaluate each employee's assessment through - 1: Self-Assessment; Level 2: In-Basket Exercises; Level 3: Personal Interview / trade tests
- **Map** and identify the gaps between the defined and assessed competency scores for each employee
- View gaps between competencies required and actual across all levels in a Dashboard

PCMM: Competency Management Solution

Competency Description

- Define competency for each **designation and division**
- Classify the competencies on 3 major categories: **Core, Behavioral and Technical**
- Each category of competency would define the **Knowledge, Skill and Process Ability** required

Competency Assessment

- Conduct psychometric evaluation to capture the **Actual Level Of Competency** in each employee
- Evaluation is conducted in 3 levels:
  1. **Self Evaluation**
  2. **In-Basket Exercise(Simulator)**
  3. **Personal Interview**

Competency Mapping

- Compare the Level of Competency Defined Scores with Actual Level of Competency to understand the gaps
- Develop on building capabilities in each employee on the basis of the gaps identified above

Competency Description:

CMS software allows you to define competency descriptions on the basis of various Levels/Grade, Designation/Job Position, and Division/Departments. Each competency description is extensively defined taking into consideration of:

- Core/Fundamental Competencies,
- Behavioral/Managerial Competencies, and
- Technical/Functional Competencies.

Further, it bifurcates each defined competency into required knowledge, skill, and process-ability. This software is flexible to accommodate the requisite changes needed in competencies post COVID 19 business scenario.

Competency Assessment:

Once competency descriptions are defined, you can start assessing each employee for determining the actual level of competency. CMS software conducts assessment tests in 3 levels:

- Level 1 - is self-assessment (where employees assess on the question mentioned and give themselves score);

- Level 2- is an in-basket exercise (where employee respond on a simulation exercise);

- Level 3 - is a personal interview / trade test (where respective reporting officer/HOD would take a one-one interview with the employee in presence of a competency assessor and give a final score after considering the results from level 1, level 2 score and personal interview)
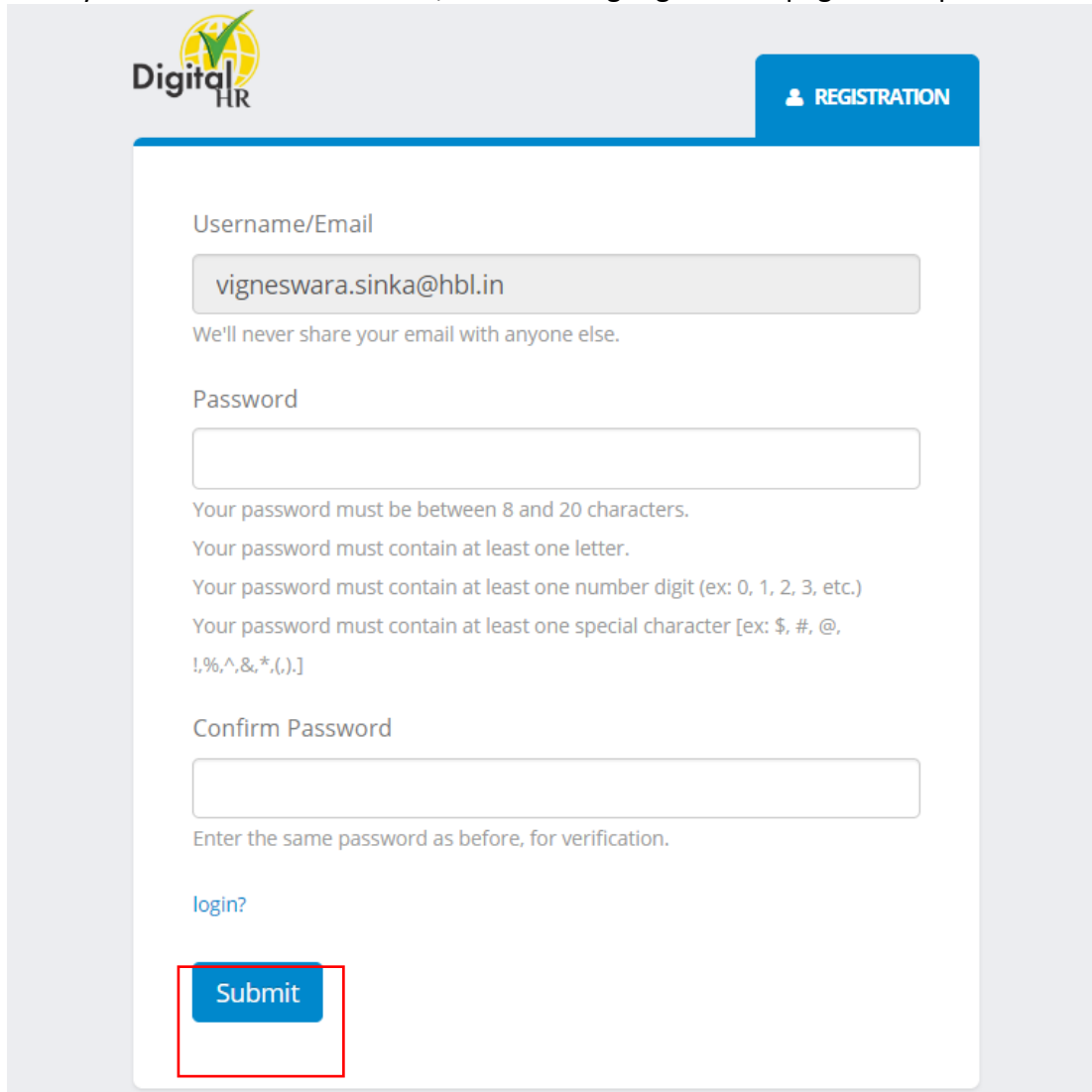
Competency Mapping:

Competency Mapping is where we compare the Level of Competency Required (which we have identified in the "Define" stage) with Actual Level of Competency (which we have identified in the "Assess" stage) for each employee.

A. Login

- Please open your registered email and open the link to register into the CMS Software
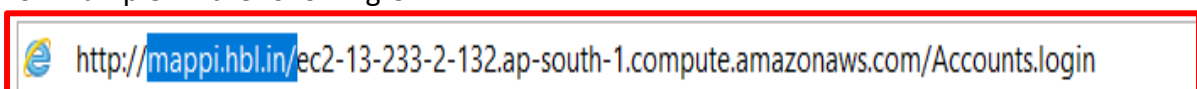
Subject   : For Your Registration for Competency Management Tool

Sender   : macleadcertifications@gmail.com

- Once you have clicked on the link, the following registration page shall open
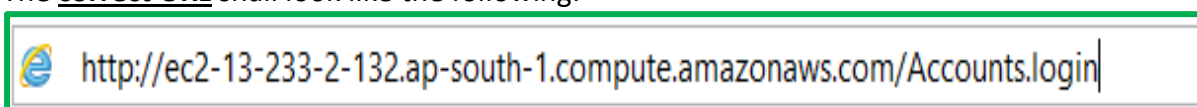

Please Note: Some HBL employees are facing an issue with opening the link. In case you encounter such issue, please click on the address bar and delete "mapi.hbl.in/" from the URL.

For Example: in the following URL:

Please delete the highlighted portion, i.e.: "mapi.hbl.in/"

The **correct URL** shall look like the following:

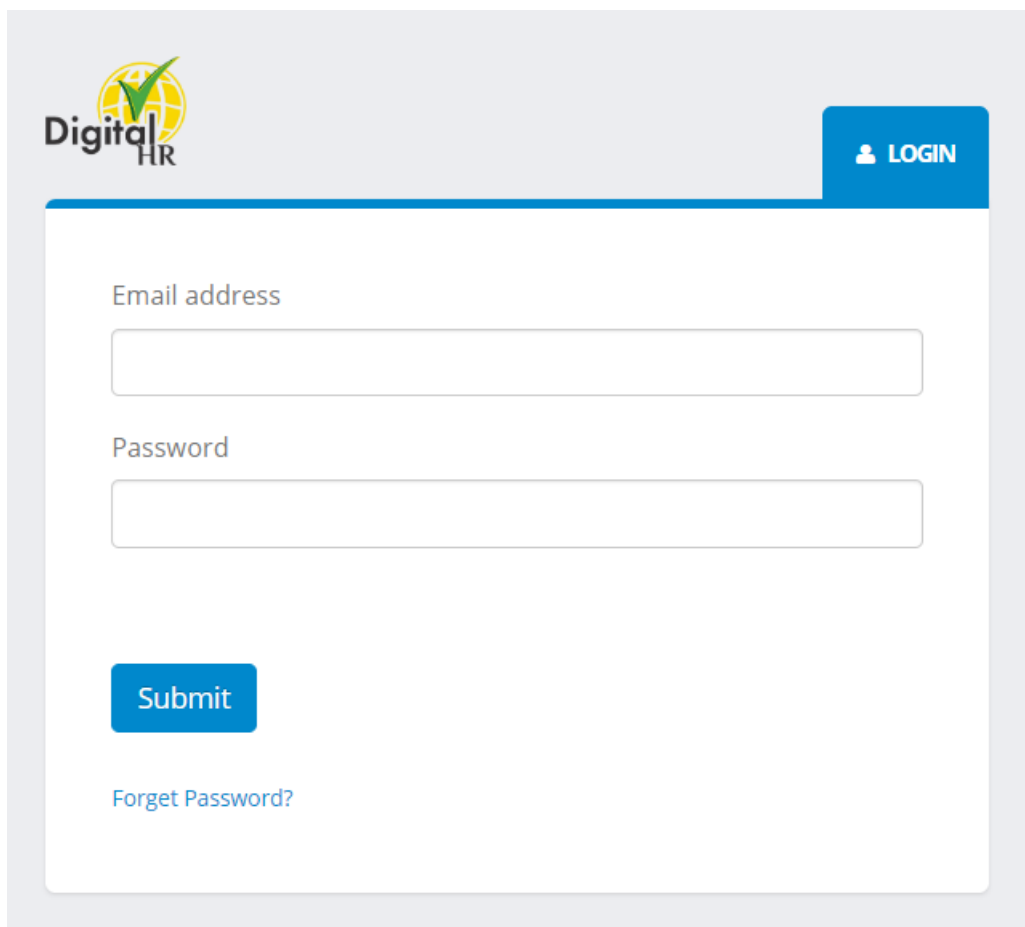Please enter your desired password and **click on submit** to register

Password guidelines:
- o Your password must be between 8 and 20 characters.
- o Your password must contain at least one letter.
- o Your password must contain at least one number digit (ex: 0, 1, 2, 3, etc.)
- o Your password must contain at least one special character [ex: $, #, @, !,%,^,&,*,(,).]

Note 1: Please remember your username and password
2: In the future – either you can bookmark the page or login by clicking on the login hyperlink as shown in the image above

- • Once registered – you would be redirected to a page as shown below:
Please enter with the credentials used at the time of registration

Once successful – you can start with the competency management software

B. Competency Description

- Once you have successfully logged in – you shall see a screen shown below:

- Please click on **Competency Description** tab on the **left side** of the navigation bar
- Once expanded, please click on **Job/Task Description**

Reference Number	Position	Division	Reports to	Edit
HBL-CD-1	Manager Sales	Railway Electronics	GM Sales01	✏
HBL-CD-2	Executive Sales	Railway Electronics	General Manager: Sales	✏
HBL-CD-3	Manager QA	Railway Electronics : Quality Assurance	General Manager: Systems	✏
HBL-CD-4	Executive QA	HBL Rail	Dy.Mgr Quality Asurrance	✏
HBL-CD-5	HOD : RE Sales	Railway Electronics	President Electronics Group :PEG	✏
HBL-CD-6	General Manager: Systems	Railway Electronics: Validation and Verification, QA and IT	President Electronics Group (PEG)	✏
HBL-CD-7	IV&V Manager	Rail Electronics	HOD :RE- V&V/QA and IT	✏
HBL-CD-8	Test Engineer	Railway Electronics and Power: IV &V	Manager - IV&V	✏
HBL-CD-9	Manager: Service	Rail Electronics	AIR KISHORE (GM)	✏
HBL-CD-10	Manager: Finance & Accounts	Electronics Group	Finance Controller	✏
HBL-CD-11	Manager: Purchase	Electronics Group	Yaraprasad	✏
HBL-CD-12	Production and Planning : Manager	RE and EDT	ations Head	✏
HBL-CD-13	Stores : Manager	Electronics Group	M _ F&A (EG)	✏
HBL-CD-14	Manager: Operations	Power Electronics Assembling	Operations Head	✏
HBL-CD-15	Executive: Service	RAIL Electronics	President Engg. Group (PEG)	✏

Click to directly **edit** this position

Click on the row to **view** the defined descriptions

- Please find your position and division you which to modify and click on
  - o   either edit button to edit, or;
  - o   click on the row to view

C. Editing Competency Description

- After successfully editing the competency description – **Please save** your work by clicking on button on the **bottom right** of the page
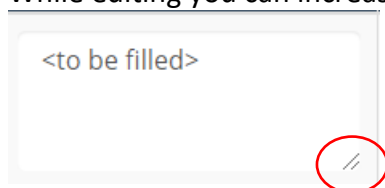

D. Creating New Functional / Managerial Competencies / Core Values

In case you have deleted all the existing rows defining the competency name and its description, once refreshed, you would be able to locate your Competency Description on the bottom of each tab – under the heading **"Create Functional Competencies"**

Guidelines for editing:

1. Please **do not leave any cell empty** [as leaving any cell empty would not let you save the document]
2. If you any cell is not applicable for your position and division, **please type "NA"**
3. **Please do not exit the document without saving**
4. You are required to provide more information in the fields marked as "<to be filled>"
5. While editing you can increase the size of each cell be dragging the bottom ride side of the cell

Definition of each field:

S.No	Page	Field Name	Description
1	Job/Task Description	Job Specification	1) Mention the minimum experience/qualification required for the Job Title/Designation/Position. 2) Bifurcate the requirements into: o Basic Qualifications o Desirable Skills
2		Strategic Objectives	Bifurcate tasks of your position and division on the following four strategic objectives (choice the once most relevant for your position and division)

			o Identifying Business Opportunities o Achieving profitable business growth o Business Continuity Management o Talent Management
3		Task Title	Title of the Jobs performed for your Job Position and Designation. *Note: Task Title is completely defined on the basic of the job performed by you*
4		Independent Activities	For the Task Title, describe the activities which are to be performed by the Job Position/Designation itself
5		Inter-Dependent Activities	For the Task Title, describe the activities which require inputs from other Departments or Job Position/Designation
6		SOP/Guidelines/Remarks	Standard Operating Procedures, Documents describing guidelines, work procedures, legal documents, statutory and regulatory requirements etc.
7	Functional/ Managerial Competencies	Knowledge	Information and understanding needed to perform the various task in the position occupied by the person
8	Functional/ Managerial Competencies	Skill	When the knowledge gain is put into practice, in order to deliver the service
9	Functional/ Managerial Competencies	Process Ability	Application of knowledge and skill within the context of organizational directions, policies, procedures, etc.

E. Technical Support

For additional technical support, please email us anytime at:

pranava@maclead.com

abhishekchauhann762@gmail.com

mcsekhar_uk@gmail.com

mateti.pranava@gmail.com

sanjeevgulyani@gmail.com

HBL IT Support: Incase the link doesn't open:

Email: sunil.gudela@hbl.in

Phone: +91 9441194266