SKILLS FRAMEWORK FOR EARLY CHILDHOOD
TECHNICAL SKILLS AND COMPETENCIES (TSC) REFERENCE DOCUMENT

TSC Category	Staff Development and Engagement					
TSC	Team Management					
TSC Description	Manage staff performance by developing systems and processes to ensure key performance indicators are met					
TSC Proficiency Description	**Level 1**	**Level 2**	**Level 3**	**Level 4**	**Level 5**	**Level 6**
				ECC-LPM-4005-1.1	ECC-LPM-5005-1.1	ECC-LPM-6005-1.1
				Implement strategies to manage staff performance and manpower resourcing	Develop manpower resourcing and performance management strategies to achieve desired organisational goals and succession planning	Evaluate developed manpower resourcing strategies and performance management systems
Knowledge				• Performance management system principles • Organisation's staff development framework • Staff disciplinary framework, policies and guidelines • Principles of manpower planning • Workload planning and projections	• Organisation's policies, services and processes • Trends and factors which may impact the demand and supply of manpower • Leadership and management in organisations • Talent attraction and recruitment methods • Organisation's policies and guidelines for succession planning • Regulatory manpower requirement	• Recruitment trends, methods and strategies • Legal and ethical considerations related to succession planning, and organisational learning and development • Sector trends and best practices in manpower and succession planning • Organisational approaches to increase team effectiveness and productivity
Abilities				• Manage rostering, scheduling and resources for day-to-day operations of the team's work • Review work plans to ensure alignment to organisational strategic goals • Review profession specific performance • Participate in development of work plans	• Develop manpower plans for the organisation to address manpower needs • Recruit talent into the organisations • Develop a succession planning strategy in consultation with the human resources function and other relevant personnel • Partner with managers and identified successors to create	• Evaluate a succession planning strategy in consultation with the human resources function and other relevant personnel • Formulate in tandem with Human Resources strategies for manpower acquisition and internal capability development to cater to current and future needs of the organisation

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				• Identify key performance targets for direct reports • Motivate staff to achieve organisational goals • Manage staff with different capabilities and initiate career planning • Evaluate performance of the team against key performance indicators	and implement development and retention plans • Analyse the effect of culture on staff morale • Identify staff with high potential to prepare them for leadership positions • Perform career planning for staff • Define targets and competencies needed for team and department performance and development • Review performance management outcomes • Engage team and department to maintain their morale • Maintain team discipline	• Review performance management system and key performance indicators in the organisation • Mentor identified successors to develop capabilities needed for future roles • Drive talent development and retention strategy within the organisation

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