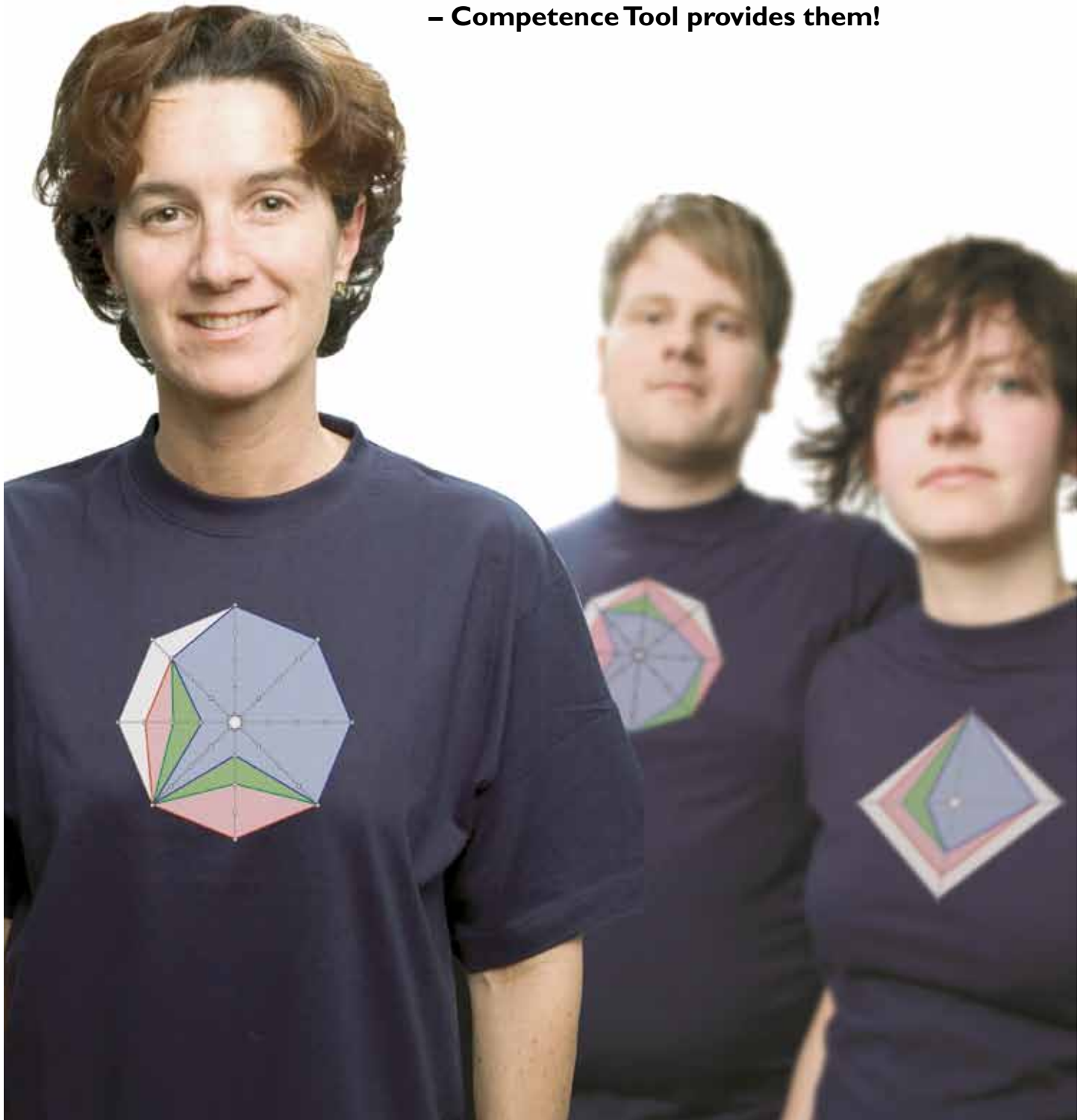


# Have we got the necessary skills?

– Competence Tool provides them!



**P&L**

  
**CompetenceTool**

## This is **P&L**

The right person with the necessary skills to meet the company's needs – that's what P&L is all about! For two decades we have successfully focused on helping companies ensure they have all the skills required. Our methods and tools make our customers' businesses more efficient.

P&L has helped many major international companies like Volvo, SKF, ABSOLUT, Perstorp AB, SCA, Södra Cell and Kinnarps.

The key to success is to create a clear view of the current state and the target state for competence. Based on this, the need for development can be assessed and the management can make informed decision which will support the fulfillment of business objectives and realization of the business plans.

We have the tools and methods for this and are at your service!

P&L with head office in Hässleholm, Southern Sweden was started in 1988 and now has offices in Oslo, Norway and Åbo, Finland.

## Two ways – to find out more

1. Ring P&L Nordic AB, +46 451-74 44 00
2. Mail [info@pol.se](mailto:info@pol.se)



**Competence Tool** enables you to answer 'yes' to all these questions:

- Do you want to meet the future with the necessary skills?
- Do you want to improve your skill levels and increase efficiency?
- Do you want to identify skills at all levels?
- Do you want to guard your business against losses of skills because of retirement?
- Do you want to bridge the gap between training and controlling competence development?
- Do you want to insure against skill deficiencies?

**We provide the methods and the most effective tool for determining skill levels.**



Training is like all other investments:

**– it should result in clearly measurable improvements.**

More shall be done by fewer in less time, and there is a major wave of retirement within many organisations. This makes **major demands on the efficient competence development and control of skills.**

Competence Tool is a user-friendly tool for controlling and developing skills. The tool is visual, simple and especially developed for those who take skill levels seriously.

**Competence Tool brings together everything that concerns the company's work with competence development in one and the same place** – something that creates organisation and uniformity. The tool is flow-oriented with simple navigation and clear graphics.

By using Competence Tool **everybody within the company talks the same language about skills** which simplifies and improves your own and your colleagues' daily work. **Career discussions will be more concrete** and you have a fruitful discussion with each member of staff about the skills needed to do the job, what skills they have and above all what steps you should take together to fill in any gaps in their skills.

The basic idea behind Competence Tool is simplicity itself – investments in training should be evaluated in the same way as those made in equipment. **Training should result in clearly measurable improvements** in your staff's and the company's competitiveness. The secret lies in working in a structured way and learning more in less time. This is possible as Competence Tool provides you with an overview, helps you plan competence development, enables you to have target-oriented career discussions as well as produce your own interactive tests suited to the reality of your company. You can even simulate and in advance evaluate the results of activities carried out – a superb tool for controlling and planning skill levels in, for example, the event of retirement.

**Competence Tool allows your company to take the step from just training to competence management.** In this way you can focus on tomorrow's needs instead of just ticking off tasks done. Competence Tool turns the dream of 'The Learning Organisation' into reality – long-term, sustainable skill development that increases motivation and strengthens the business.

**- Improve the RIGHT skills!**



Mikael Carlstedt  
Production Manager  
Kinnarps AB

## “ Now I don't need to have a bad conscience about training. ”

“I always used to worry about who should go on what course and whether I'd forgotten something important I should have done in connection with this.”

“A major part of competence development was purely random.

Since suppliers of workplace furniture Kinnarps began using Competence Tool, Mikael Carlstedt's working day been made easier at the same time as the work with competence development become much more efficient.

“Now every member of staff has their own training plan in Competence Tool with the associated priorities. The crux of the discussion is the competence profile in Competence Tool.”

“This makes clear which skills each member of staff should have, what skills they have today and the steps we should take together to fill in any gaps in their skills.”

“The competence profile makes it even easier to raise issues that once may have been sensitive. Since Competence Tool tells you in black and white what skills exist there is no place for opinions or speculating and the discussion is held in a businesslike and constructive way.”

**Want to know more?**

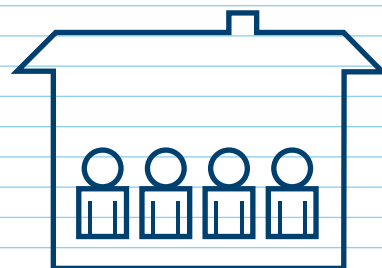
Ring P&L Nordic AB, **+46 451-74 44 00** or send us a mail. To: **info@pol.se**



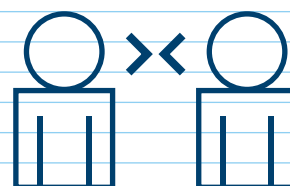
**Everyone** is  
**entitled** to a  
planned and effective  
**competence**  
**development!**

## This is how **Competence Tool** works...

- 1 Requirement profiles for skills are produced. These are based on the needs within the company, the departments, the group and the individual members of staff.



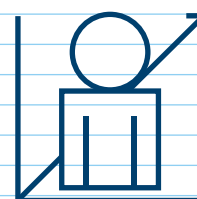
- 2 The manager/group leader holds a career discussion with each member of staff. The individual skills are determined through a dialogue. Prioritised measures are discussed.



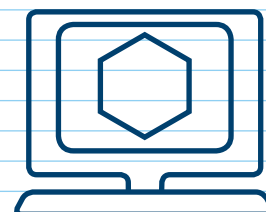
- 3 Individual development plans are produced and the needs throughout the company are listed. The manager/group leader gets an overall picture of the needs which makes planning training easier.



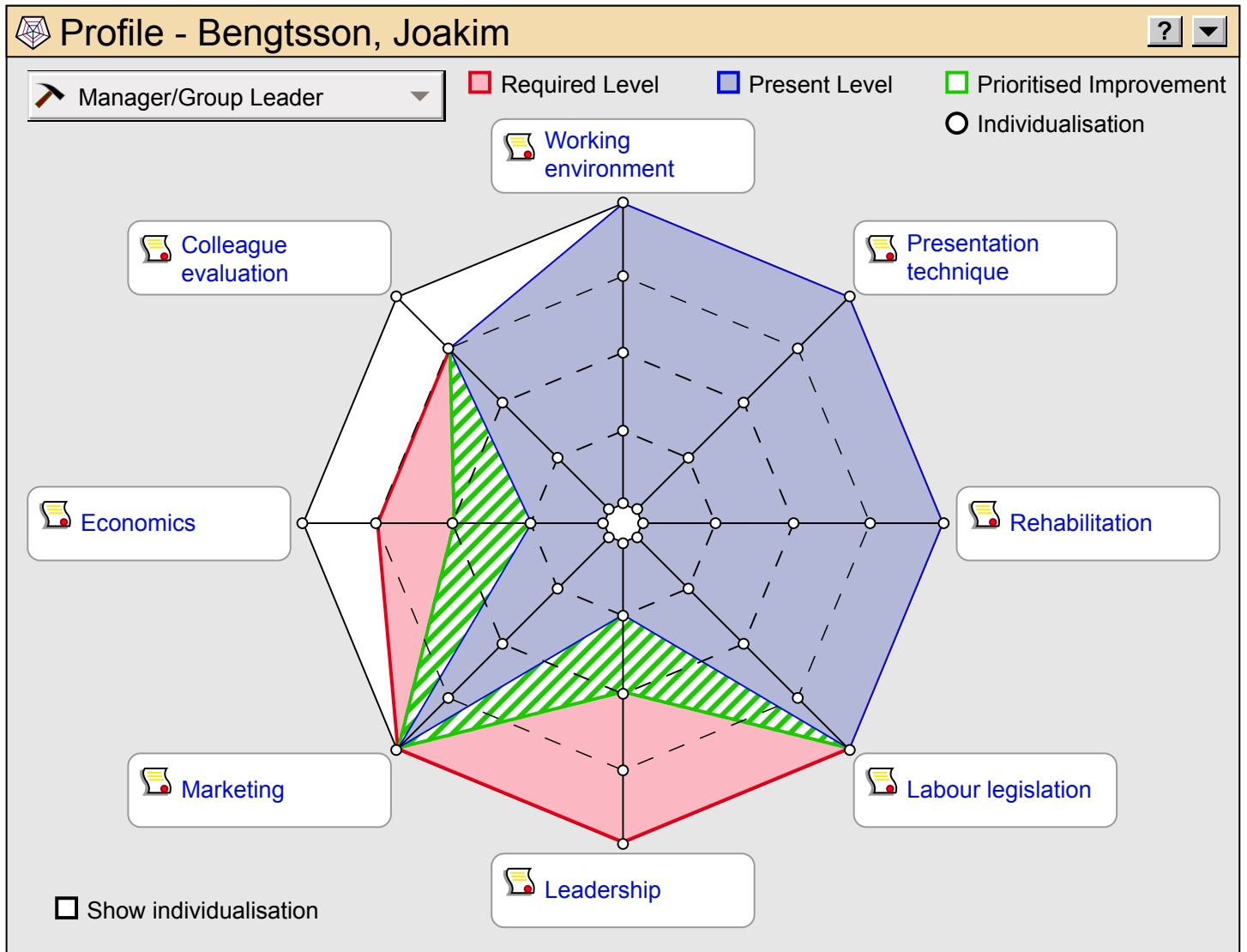
- 4 Implementation of development plans. Evaluation of each activity.



- 5 Follow-up at the corporate, departmental, group and individual levels. The aim is partly to evaluate the activities and the present situation, partly to learn before planning the next period.



## ... and this is what it looks like in reality



The competence profile in Competence Tool makes clear the difference between the present and the required situations at the individual, group and departmental levels – something that puts the focus on the company's future requirements. The individual skills are determined through discussions between the manager/group leader and the individual members of staff. After this the priority of the required measures is established.



Giving priority to competence development measures results in an individual development plan. Both the manager/group leader and the member of staff have access to the development plan. Each activity is clearly defined and created as well as being implemented and evaluated in Competence Tool.



Using Competence Tool makes studying the skill level position easy for larger groups of individuals such as a department. It is also possible to see what skills the department should have in six months or a year. Risk analyses and future simulations over several years are also easy to carry out.

## Six reasons for choosing **Competence Tool**

- 1. Skills according to the company's needs**  
Competence Tool is based on individual development plans that are directly connected to the business objectives.
- 2. The right skills for the right person**  
Competence Tool provides a clear view of the current state and the target state for competence. This gives an excellent starting point when creating individual development plans which will support the company's business plans.
- 3. Overall view and structure – Everything in one place!**  
Competence Tool organises competence development. As the manager or group leader you have an overall view, plan competence development and evaluate actions carried out. The skills are documented systematically which ensures that the skills remain within the company.
- 4. Target-oriented career discussions**  
Competence Tool helps you to be objective and clear in career discussions which creates a constructive dialogue with each member of staff.
- 5. Motivation instead of administration**  
Competence Tool clarifies the present situation and the needs within the company which increases motivation and the interest in competence development.
- 6. Focusing on tomorrow's needs**  
Competence Tool makes clear the difference between the present and the required situations at the individual, group and departmental levels – something that puts the focus on the company's future requirements.  
This gives sustainable competence development that increases motivation and strengthens the business.

