

Competency Checklist



This exercise will help you to evaluate your strengths, proficiencies and areas for development.

Place a tick in the appropriate box whether this competency is a strength of yours, you are proficient at it or it's an area you don't use much or you feel needs development.

When you have completed the exercise you may wish to seek input from managers, colleagues or others whom you feel may be qualified to give you constructive feedback.

Category	Strength	Proficient	Development
Interpersonal			
Relationships: Builds strong relationships. identifies and nurtures working relationships a way that are beneficial for all parties			
Attitude: Feels and thinks positively and this is reflected in manner of acting.			
Confidence: Demonstrates confidence in own knowledge and ability. Inspires confidence in others.			
Receptivity: Able to receive instruction or constructive criticism willingly, open to new ideas.			
Communication			
Active Listening: Empathetic and supportive. Picks out important information and reflects back to ensure understanding of the message			
Presentation Skills: Prepares clear and informative presentations. Speaks confidently in front of groups.			
Verbal Skills: Clearly expresses one's self verbally in group and individual situations.			
Written Skills: Communicates ideas, reports, correspondence and documentation in a clear and concise form.			
Business Acumen			
Problem Solving: Identifies and defines issues, collects information and implements workable solutions			
Analysis: Visualizes, articulates, conceptualizes and understands complex data and makes decisions that are logical given the available information.			
Commercial: demonstrates a sound knowledge of the organisation, industry and its market.			

Category	Strength	Proficient	Development
Business Acumen			
Political Acumen: Diplomatic and functions effectively at all levels within the organisation			
Growth Potential: Multi-skilled with the ability to move vertically or laterally in the company structure.			
Decision Making: Makes sound decisions based on fact, uses logic to reach conclusions.			
Financial Acumen: Analyses performance and variances, accurately forecasts trends and establishes realistic budgets. Makes decisions that enhance the organization's financial position.			
Business Development: Researches, identifies and maximises existing client needs and new client opportunities.			
Strategic Focus: Comes up with effective plans in line with business strategy within a particular economic environment. Performs long term planning, sets goals, determines priorities, and identifies potential risks and opportunities.			
Leadership			
Leadership: Creates an inspiring vision of the future, motivates and inspires people to engage with that vision. Coaches and builds teams aligned with organizational goals			
Delegation: Encourages others to take authority, responsibility and make decisions whilst maintaining accountability for outcomes			
Influence: Establishes rapport, gains commitment and agreement. Persuasive, able to negotiate and instigate change.			
Team Work			
Co-operation: Contributes in a team setting and motivates others from within the team.			
Knowledge Sharing: Supports and assists others and shares market and product information.			
Team Building: Joins in and/or leads cooperative activities with others for the unity and effectiveness of the group.			
Flexibility: Adapts and changes one's style to meet the needs of the situation or others.			

Category	Strength	Proficient	Development
Planning & Organising			
Planning: Designs and sets objectives to achieve specific goals and targets. Anticipates obstacles and defines alternative strategies.			
Prioritizing: Sets priorities. Establishes efficient work processes to meet objectives. Adjusts events and activities to deal with most urgent items.			
Coordinating: Coordinates timeframes, resources and infrastructure required for specific projects.			
Pro-activity: Endeavours to enhance performance by taking the initiative and anticipating problems.			
Discipline: Consistently completes tasks and assignments in a disciplined and timely manner.			
Personal Characteristics			
Responsibility: Accepts responsibility and accountability for outcomes.			
Volume of Work: Ability to be a top producing employee who has a high level of productivity.			
Quality of Work: Sets high standards and attains excellence in work produced.			
Initiative: Originates new ideas or methods. Applies new concepts.			
Risk Taker Risks change and takes opportunities. Understands the benefits and risks of decisions.			
Stress Management Works well under pressure or in strained situations.			
Enthusiasm: Displays enthusiasm about work and organisation.			
Independence: Produces results independently – remains focussed on the task or goal and does not require constant supervision.			
Creative: Comes up with original and unique ideas and able to produce, create and implement new ways of doing things or original products			

Category	Strength	Proficient	Development
Other Job Specific Skills			
Technical Competence: Capable and qualified to perform in one's given field.			
Sales: Convinces and persuades others to buy a product or service. Generates revenue, ongoing business and referrals.			
Marketing: Understands marketing principles and practices, including promotion and public relations.			
Customer Service: Provides responsive efficient and timely service. Is knowledgeable about the organisation's product and services.			
Financial Expertise: Produces, monitors and interprets all aspects of financial reports.			
Project Management: Designs, implements and allocates appropriate resources to projects. Manages a number of projects simultaneously.			
Information Systems: Has advanced technical knowledge and is able to apply knowledge to devise creative and user-friendly solutions.			
Other...			

Summary:

Top six skills/competencies that I want to continue using:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Areas for Development:

1. _____
2. _____
3. _____

Note: Before you develop a plan to improve in these areas, ask yourself if it is an area that you need to and/or want to up-skill in.