



Professional Competencies Worksheet

1. Personal Accountability –

- Do what you say you will do when you say you will do it
- Accepts responsibility
- Avoids blaming others
- Learns from mistakes
- Keeps commitments (or renegotiates **before** deadlines when necessary)

2. Self-Management –

- Prioritizes tasks independently
- Completes tasks responsibly
- Uses emotions wisely (channels emotions productively; thinks before taking action; avoids outbursts or blow ups that create negative emotional wake)
- Processes feedback constructively
- Demonstrates self-awareness (recognizes and understands emotions and their effects)

3. Goal Achievement –

- Sets goals for high performance
- Perseveres through problem-solving to attain goals
- Known for getting things done
- Motivated to pursue goals with energy, persistence and passion beyond the need for money or status

4. Interpersonal Skills –

- Interacts with others in a positive manner
- Demonstrates active listening
- Manages conflicts to successful conclusion
- Channels people toward accomplishing goals
- Cultivates a network

5. Influencing Others –

- Personally affects others using collaboration, trust, integrity and ethics
- High level of People Reading skills
- Adapts to work with various communication styles effectively
- Known for being a good listener