

Extra Sheet: _____ Date: _____

	Insufficient competency: Area of weakness that needs improvement	Some competence: You know what to do but find it difficult to apply	Sufficient competency: You know what to do and sometimes apply it in practice	Fully Competent: You know precisely what to do and apply it flawlessly in practice
1. Making decisions and initiating activities				
2. Managing others				
3. Supervising				
4. Demonstrating attention and comprehension				
5. Working and consulting with others				
6. Acting ethically and in an honest manner				
7. Forming relationships and networks				
8. Persuading and influencing others				
9. Giving presentations				
10. Formulating and reporting				
11. Applying specialist knowledge				
12. Making use of materials and resources				
13. Analysing				
14. Researching				
15. Being creative and innovative				
16. Learning				
17. Planning and organising				
18. Focusing on the 'client's' requirements and expectations				
19. Providing quality				
20. Following instructions and procedures				
21. Coping with change and adjusting				

22. Coping with pressure and setbacks				
23. Demonstrating motivation and ambition				
24. Acting in an enterprising and commercially-aware manner				
25. Acting in a business like manner				