Personal Effectiveness Competencies

Manager   Name _____   Date: _____

Interpersonal Skills

Speaks clearly, confidently, and with appropriate eye-contact with audience.

Applies active listening skills using reflection, restatement, questioning, and clarification.

Integrity

Treats others honestly, fairly, and courteously (words required).

Accepts responsibility for one's decisions and actions.

Professionalism

Accepts feedback and attempts to learn from mistakes or misunderstandings.

Demonstrates positive attitude toward work and others.

Manages conflict respectfully while maintaining progress toward a goal.

Lifelong Learning

Seeks feedback and asks questions to strengthen own understanding.

Uses newly learned knowledge and skills to complete specific tasks.

Spokesperson Name _____   Date: _____

Interpersonal Skills

Speaks clearly, confidently, and with appropriate eye-contact with audience.

Applies active listening skills using reflection, restatement, questioning, and clarification.

Integrity

Treats others honestly, fairly, and courteously (words required).

Accepts responsibility for one's decisions and actions.

Professionalism

Accepts feedback and attempts to learn from mistakes or misunderstandings.

Demonstrates positive attitude toward work and others.

Manages conflict respectfully while maintaining progress toward a goal.

Lifelong Learning

Seeks feedback and asks questions to strengthen own understanding.

Uses newly learned knowledge and skills to complete specific tasks.

Quality Control Name _____   Date: _____

Interpersonal Skills

Speaks clearly, confidently, and with appropriate eye-contact with audience.

Applies active listening skills using reflection, restatement, questioning, and clarification.

Integrity

Treats others honestly, fairly, and courteously (words required).

Accepts responsibility for one's decisions and actions.

Professionalism

Accepts feedback and attempts to learn from mistakes or misunderstandings.

Demonstrates positive attitude toward work and others.

Manages conflict respectfully while maintaining progress toward a goal.

Lifelong Learning

Seeks feedback and asks questions to strengthen own understanding.

Uses newly learned knowledge and skills to complete specific tasks.

Process Analyst Name _____   Date: _____

Interpersonal Skills

Speaks clearly, confidently, and with appropriate eye-contact with audience.

Applies active listening skills using reflection, restatement, questioning, and clarification.

Integrity

Treats others honestly, fairly, and courteously (words required).

Accepts responsibility for one's decisions and actions.

Professionalism

Accepts feedback and attempts to learn from mistakes or misunderstandings.

Demonstrates positive attitude toward work and others.

Manages conflict respectfully while maintaining progress toward a goal.

Lifelong Learning

Seeks feedback and asks questions to strengthen own understanding.

Uses newly learned knowledge and skills to complete specific tasks.