

Spann & Associates

Professional Competencies Assessment (120)

Prepared for:

Demo Sample

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Professional Competencies Assessment (120)

TOP TEN CRITICAL SUCCESS COMPETENCIES

Listed below are your top ten Critical Success Competencies. These competencies are listed in order of the talent you currently display for paying attention to and valuing them. The first competency listed is your strongest, which is then followed by the rank order of the remainder of the competencies.

Rank	Description	Strength/Development
1	Is Optimistic And Believes That Things Will Work Out For The Best (DM)	Low Risk
2	Communicates A Belief That Things Can And Will Work Out For The Best (LE)	Low Risk
3	Willingness To Do Things (LE)	Low Risk
4	Pays Attention To What Needs To Be Done (LE)	Low Risk
5	Pays Attention To Immediate Problems And Responds To Them Quickly (PS)	Low Risk
6	Is Willing To Take Risks For What They Believe Is Right (DM)	Low Risk
7	Makes Decisions With Confidence (LE)	Low Risk
8	Sticks By A Decision Once It Is Made (DM)	Low Risk
9	Motivates Others Through Personal Commitment (TD)	Low Risk
10	Maintains Integrity In All Matters (ADM)	Low Risk

Area Legend			
IS = Interpersonal Relations	PS = Problem Solving	DM = Decision Making	TM = Time Management
LE = Leadership	TD = Training & Development	CC = Coaching & Counseling	AD = Administration
ADM = Account Development & Management	MG = Management & Supervision		

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FIVE KEY DEVELOPMENT AREAS

Listed below are your five key development areas from the Critical Success Competencies. These competencies are listed in order of the area which needs the most development followed by the other four in the order of their rank.

Rank	Description	Strength/Development
1	Does Not Examine Consequences Prior To Acting On Decisions. (DM)	Situational Risk
2	Is Not Always Open To Mistakes And Willing To Change Directions. (DM)	Situational Risk
3	Does Not Always Pay Attention To Consequences. (TM)	Situational Risk
4	Does Not Always See The Consequences of Decisions(ADM)	Situational Risk
5	May Not Have A Strategy For Making Decisions. (DM)	Low Risk

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INTERPERSONAL RELATIONSHIP COMPETENCIES

Listed below are the Critical Interpersonal Relationship Competencies. These competencies are listed by the order of the talent you display for paying attention to and valuing them. The first talent is your strongest, followed by the rank order of the remainder of the competencies.

Rank	Description	Strength/Development
1	Assigns Tasks Clearly And Specifically	Low Risk
2	Is Open To The Perspective of Others When Discussing Problems	Low Risk
3	Makes An Effort To Be Pleasant, Courteous And Tactful	Low Risk
4	Listens Patiently To What Everyone Is Saying	Low Risk
5	Knows What To Say And How To Say It	Low Risk
6	Knows How To Set Priorities In Relationships	Low Risk
7	Is Willing To Ask Feedback From And Give Feedback To Others	Low Risk
8	Maintains A Positive Supportive Attitude In All Activities	Low Risk
9	Knows How To Deal With Conflicting Issues In A Positive, Responsible Manner	Low Risk
10	Available To Talk About Long Range Plans And Goals	Low Risk
11	Makes Certain That Communications Are Clear And To The Point	Low Risk
12	Is Sensitive To Needs, Concerns, Moods And Attitudes Of Others	Low Risk

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PROBLEM SOLVING COMPETENCIES

Listed below are the Critical Problem Solving Competencies. These competencies are listed by the order of the talent you display for paying attention to and valuing them. The first talent is your strongest, followed by the rank order of the remainder of the competencies.

Rank	Description	Strength/Development
1	Pays Attention To Immediate Problems And Responds To Them Quickly	Low Risk
2	Takes The Time To Find Out What Is Causing A Problem	Low Risk
3	Strives To See Problems From All Perspectives	Low Risk
4	Is Willing To Be Creative And Inventive	Low Risk
5	Understands The Difference Between Crisis Issues And Minor Problems	Low Risk
6	Takes The Time And Energy To Do A Thorough Analysis Of The Problem	Low Risk
7	Is Willing To Look At All Alternatives Even When These Alternatives Are Controversial	Low Risk
8	Pays Attention To Doing The Right Thing	Low Risk
9	Pays Attention To What Is Causing The Problem	Low Risk
10	Plans For Situations When Things Do Not Work Out As Expected	Low Risk
11	Pays Attention To The Consequences Of A Solution	Low Risk
12	Does Not Jump To Conclusions To Make A Fast Resolution Of The Problem	Low Risk

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CRITICAL DECISION MAKING COMPETENCIES

Listed below are the Critical Decision Making Competencies. These competencies are listed by the order of the talent you display for paying attention to and valuing them. The first talent is your strongest, followed by the rank order of the remainder of the competencies.

Rank	Description	Strength/Development
1	Is Optimistic And Believes That Things Will Work Out For The Best	Low Risk
2	Is Willing To Take Risks For What They Believe Is Right	Low Risk
3	Sticks By A Decision Once It Is Made	Low Risk
4	Is Willing To Make Mistakes And Learn from Them	Low Risk
5	Promotes Openness To New Ideas Without Losing Perspective For What Is Wrong	Low Risk
6	Knows How To Translate Priorities And Expectations Into Decisions	Low Risk
7	Has The Willingness To Act, The Patience to Wait On The Decision To Work And The Responsibility For The Consequences Of Decisions	Low Risk
8	Takes The Time To Make Certain That What Is Needed To Support The Decision Is Available	Low Risk
9	Pays Attention To Tracking And Measuring The Success And Failure Of Decisions	Low Risk
10	Has A Strategy For Making Decisions Which Is Consistent With Beliefs, Goals And Plans	Low Risk
11	Is Open To Mistakes And Willing To Be Wrong And Change Directions When Necessary	Situational Risk
12	Takes The Time To Examine The Consequences of Decisions Prior To Acting On Them	Situational Risk

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TIME MANAGEMENT COMPETENCIES

Listed below are the Critical Time Management Competencies. These competencies are listed by the order of the talent you display for paying attention to and valuing them. The first talent is your strongest, followed by the rank order of the remainder of the competencies.

Rank	Description	Strength/Development
1	Pays Attention To Getting Things Done	Low Risk
2	Monitors Progress Of Activities To Keep Things On Schedule	Low Risk
3	Pays Attention To The Time Needed To Complete Specific Tasks	Low Risk
4	Stays In Touch With Immediate Needs In A Situation	Low Risk
5	Makes Commitments That Are Realistic And Can Be Kept	Low Risk
6	Understands The Need For Using Past Successes And Failures To Build Future Plans	Low Risk
7	Plans Ahead Of Time For Problems, Crisis Intervention, Priorities As Well As Unexpected Events	Low Risk
8	Matches Schedules To Priorities To Keep Things On Track	Low Risk
9	Builds Back Up Plans And Actions For Those Times When Things Do Not Work Out As Expected	Low Risk
10	Builds Strategies Based On Past Successes And Failures	Low Risk
11	Sets Goals On Prior Experience When Possible	Low Risk
12	Pays Attention To The Consequences Of Actions And How They Affect Strategies And Tactics	Situational Risk

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LEADERSHIP COMPETENCIES

Listed below are the Critical Leadership Competencies. These competencies are listed by the order of the talent you display for paying attention to and valuing them. The first talent is your strongest, followed by the rank order of the remainder of the competencies.

Rank	Description	Strength/Development
1	Communicates A Belief That Things Can And Will Work Out For The Best	Low Risk
2	Willingness To Do Things	Low Risk
3	Pays Attention To What Needs To Be Done	Low Risk
4	Makes Decisions With Confidence	Low Risk
5	Keeps Word And Personal Commitments	Low Risk
6	Stays On Track Until The Task Is Complete	Low Risk
7	Communicates With Commitment, Consistency And Clarity	Low Risk
8	Believes In And Communicates A Sense Of Vision And Purpose	Low Risk
9	Knows When To Take Risks And Chances	Low Risk
10	Knows What The Key Issues Are, What Needs To Be Done And How To Get Things Done	Low Risk
11	Involves Everyone In The Process	Low Risk
12	Sees To It That Things Are Done Right	Low Risk

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TRAINING & DEVELOPMENT COMPETENCIES

Listed below are the Critical Training & Development Competencies. These competencies are listed by the order of the talent you display for paying attention to and valuing them. The first talent is your strongest, followed by the rank order of the remainder of the competencies.

Rank	Description	Strength/Development
1	Motivates Others Through Personal Commitment	Low Risk
2	Monitors The Progress Of Training	Low Risk
3	Knows What Is Needed To Support Training Activities	Low Risk
4	Suggests Improvements And Gives Advice In A Positive Way	Low Risk
5	Knows Both What Needs To Be Done And What Can Be Done	Low Risk
6	Knows How To Motivate Others In A Positive, Reinforcing Way	Low Risk
7	Balances The Needs Of The Individual And The Group	Low Risk
8	Makes Certain That Feedback Is Done In A Positive Manner	Low Risk
9	Knows How To Set Goals Which Are Challenging And Attainable	Low Risk
10	Stays In Touch With What Works	Low Risk
11	Sets Goals That Are Clear, Relevant And Realistic	Low Risk
12	Builds Clear And Well Organized Strategies And Programs	Low Risk

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COACHING & COUNSELING COMPETENCIES

Listed below are the Critical Coaching & Counseling Competencies. These competencies are listed by the order of the talent you display for paying attention to and valuing them. The first talent is your strongest, followed by the rank order of the remainder of the competencies.

Rank	Description	Strength/Development
1	Helps People To Have The Confidence To Take Risks	Low Risk
2	Promotes Personal Commitment To What Is Right	Low Risk
3	Treats Others Fairly And Consistently	Low Risk
4	Demonstrates How To treat Mistakes As Opportunities For Growth	Low Risk
5	Makes Certain That Each Person Knows What Is Expected	Low Risk
6	Willing To Listen To Others	Low Risk
7	Gives Advice Without Being Too Critical	Low Risk
8	Stays In Touch With The Consequences Of What Is Said	Low Risk
9	Identifies And Reinforces Progress	Low Risk
10	Can Be Personally Involved Without Losing Perspective Of The Needs And Interests Of Others	Low Risk
11	Values Developing Others As A Worthwhile Task	Low Risk
12	Sets Standards And Expectations That Are Realistic	Low Risk

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ADMINISTRATION COMPETENCIES

Listed below are the Critical Administration Competencies. These competencies are listed by the order of the talent you display for paying attention to and valuing them. The first talent is your strongest, followed by the rank order of the remainder of the competencies.

Rank	Description	Strength/Development
1	Makes Certain That Promises And Commitments Are Kept	Low Risk
2	Makes An Effort To Keep Things On Schedule	Low Risk
3	Sets Realistic Schedules	Low Risk
4	Sees The Value Of Record Keeping	Low Risk
5	Takes The Time To Keep Things Organized	Low Risk
6	Knows What Is Necessary To Take Care Of Daily Tasks	Low Risk
7	Stays On Track In Difficult And Confusing Situations	Low Risk
8	Takes Care Of Daily Detail Work	Low Risk
9	Plans Time Around Short Range And Long Range Issues	Low Risk
10	Makes Certain That Things Are Done Right	Low Risk
11	Pays Attention To Documenting Decisions And Actions	Low Risk
12	Makes Certain That Policies And Procedures Are Practical	Low Risk

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ACCOUNT DEVELOPMENT & MANAGEMENT COMPETENCIES

Listed below are the Critical Account Development & Management Competencies. These competencies are listed by the order of the talent you display for paying attention to and valuing them. The first talent is your strongest, followed by the rank order of the remainder of the competencies.

Rank	Description	Strength/Development
1	Maintains Integrity In All Matters	Low Risk
2	Stays In Touch With Account Needs	Low Risk
3	Takes Care Of Client, Organizational And Personal Needs	Low Risk
4	Knows What Is Expected To Support Each Client	Low Risk
5	Develops And Maintains Trust With Each Client	Low Risk
6	Sets Priorities Which Meet Personal, Organizational And Client Needs	Low Risk
7	Knows How To Utilize Available Resources To Develop And Maintain Accounts	Low Risk
8	Maintains Commitment To Organizational Plans And Programs For Handling Accounts	Low Risk
9	Anticipates Client Interests, Issues And Problems	Low Risk
10	Keeps Organizational And Client Needs In Perspective	Low Risk
11	Understands The Future Potential In Maintaining An Account	Low Risk
12	Makes Decisions On A Proactive Basis	Situational Risk

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MANAGEMENT & SUPERVISION COMPETENCIES

Listed below are the Critical Management & Supervision Competencies. These competencies are listed by the order of the talent you display for paying attention to and valuing them. The first talent is your strongest, followed by the rank order of the remainder of the competencies.

Rank	Description	Strength/Development
1	Takes The Time To Provide Encouragement And Positive Reinforcement	Low Risk
2	Responds Quickly And Effectively To Tasks, Problems And Issues	Low Risk
3	Promotes Confidence, Optimism And Faith That Things Are Being Taken Care Of	Low Risk
4	Promotes Both Autonomy And Freedom Of Action As Well As Responsibility And Accountability	Low Risk
5	Knows How To Set Priorities And See To It That They Are Taken Care Of	Low Risk
6	Willing To Correct And Discipline	Low Risk
7	Takes The Time To Listen To Opposing Viewpoints	Low Risk
8	Knows How To Handle Conflicting And Difficult Issues	Low Risk
9	Focuses On Planning, Scheduling And Monitoring	Low Risk
10	Pays Attention To Both Innovation And Consistency	Low Risk
11	Pays Attention To Long Term Goals And Immediate Needs	Low Risk
12	Promotes Both Personal And Organizational Responsibility And Accountability	Low Risk