

## Worksheet Self-Assessment: Proficiency Level – Management Competencies

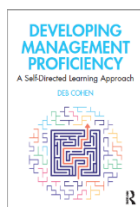
**Proficiency Level:** Rate your proficiency level for each competency using the following scale:

- 5 – Highly Proficient; considered by others as an expert
- 4 – Proficient; advanced skill
- 3 – Not much exposure/practice

- 2 – Somewhat proficient; basic skill level
- 1 – Not at all Proficient; low level of skill

|                                 | 5 | 4 | 3 | 2 | 1 |                                 | 5 | 4 | 3 | 2 | 1 |
|---------------------------------|---|---|---|---|---|---------------------------------|---|---|---|---|---|
| <b>Accountability:</b>          |   |   |   |   |   | <b>Initiative:</b>              |   |   |   |   |   |
| <b>Adaptability:</b>            |   |   |   |   |   | <b>Innovation:</b>              |   |   |   |   |   |
| <b>Analytical thinking:</b>     |   |   |   |   |   | <b>Interpersonal skill:</b>     |   |   |   |   |   |
| <b>Building relationships:</b>  |   |   |   |   |   | <b>Leadership:</b>              |   |   |   |   |   |
| <b>Building teams:</b>          |   |   |   |   |   | <b>Listening:</b>               |   |   |   |   |   |
| <b>Business acumen:</b>         |   |   |   |   |   | <b>Managing performance:</b>    |   |   |   |   |   |
| <b>Change management:</b>       |   |   |   |   |   | <b>Motivating:</b>              |   |   |   |   |   |
| <b>Coaching:</b>                |   |   |   |   |   | <b>Negotiation skills:</b>      |   |   |   |   |   |
| <b>Collaboration:</b>           |   |   |   |   |   | <b>Networking:</b>              |   |   |   |   |   |
| <b>Communication:</b>           |   |   |   |   |   | <b>Organization:</b>            |   |   |   |   |   |
| <b>Conflict management:</b>     |   |   |   |   |   | <b>Organization awareness:</b>  |   |   |   |   |   |
| <b>Continuous learning:</b>     |   |   |   |   |   | <b>Performance management:</b>  |   |   |   |   |   |
| <b>Creativity:</b>              |   |   |   |   |   | <b>Planning:</b>                |   |   |   |   |   |
| <b>Customer orientation:</b>    |   |   |   |   |   | <b>Presentation skills:</b>     |   |   |   |   |   |
| <b>Decision making:</b>         |   |   |   |   |   | <b>Problem-solving:</b>         |   |   |   |   |   |
| <b>Delegating:</b>              |   |   |   |   |   | <b>Project management:</b>      |   |   |   |   |   |
| <b>Developing others:</b>       |   |   |   |   |   | <b>Results orientation:</b>     |   |   |   |   |   |
| <b>Diligence:</b>               |   |   |   |   |   | <b>Risk taking:</b>             |   |   |   |   |   |
| <b>Empowering others:</b>       |   |   |   |   |   | <b>Seeking/giving feedback:</b> |   |   |   |   |   |
| <b>Ethics:</b>                  |   |   |   |   |   | <b>Strategic thinking:</b>      |   |   |   |   |   |
| <b>Finance and budgeting:</b>   |   |   |   |   |   | <b>Stress management:</b>       |   |   |   |   |   |
| <b>Global mindset:</b>          |   |   |   |   |   | <b>Teamwork:</b>                |   |   |   |   |   |
| <b>Goal setting:</b>            |   |   |   |   |   | <b>Trust and respect:</b>       |   |   |   |   |   |
| <b>Human capital management</b> |   |   |   |   |   | <b>Valuing diversity:</b>       |   |   |   |   |   |
| <b>Influencing others:</b>      |   |   |   |   |   | <b>Work-life balance:</b>       |   |   |   |   |   |

**Instructions:** Prioritize the competencies you need to work on first based on which are most important



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