**Assignment Competencies**

Competency is a concept that has been widely used over the past few years, both in education and in the business world. There is a great deal of uncertainty about its exact meaning. Are competencies merely skills? Or is it more like knowledge and abilities? To avoid confusion and vagueness regarding the concept of 'competency', the following definition may serve as a guideline.

**A competency is:** *'A latent power in a person, for effective performance in a particular task or problem situation, in a way which is objectively visible and assessable.'* (Hoekstra & Van Sluijs, 1999)

***Assignment***

Below is a list of competencies. The competencies are divided into 4 categories:

1. Conceptual competencies
2. Operational competencies
3. Relational competencies
4. Personal competencies

From the competencies below, choose 6 to 8 competencies that apply to you and write them on the last page.

**1. Conceptual competencies**

**General interest**: Shows to be well aware of social and political developments or other environmental factors, and is able to use this knowledge effectively.

**Analytical ability**: Is capable of unravelling complex problems or situations, to subsequently reorder all sub-issues and formulate them in a clear way.

**Policy-based action**: Is capable of supplying realistic proposals and ideas. Actions provide evidence of accurate evaluation of the situation. Has strategic insight in the decision-making process.

**Helicopter view**: Is capable of viewing facts and problems in a wider context, by recognising their relation to greater issues.

**Learning ability**: Is capable of absorbing new information and applying it effectively.

**Power of judgment**: Is capable of weighing data and possible actions in light of relevant criteria, to come to realistic judgments.

**Sense of reality**: Is capable of weighing data and possible actions against each other in the light of certain criteria, to select practical solutions for problems.

**Power of imagination / creativity**: Is capable of presenting various options (including not so evident alternatives) for solving problems. Is able to come up with entirely new methods and replacing existing methods and techniques.

**Vision**: Can take a step back from everyday practice and place it in a wider context. Is capable of aiming on the long term.

**2. Operational competencies**

**Adaptability**: Is capable of continuing to act efficiently by adapting to new or changing (work) environments, tasks, responsibilities or people. Is capable of becoming acquainted with new subject fields.

**Decisiveness**: Is capable of selecting a strategy to be taken for oneself (and others), despite incomplete knowledge of alternatives and their risks.

**Commercial action**: Efficiently giving shape to sales situations, taking into account the different interests involved.

**Delegating and supervising**: Is capable of appealing to a worker’s sense of responsibility. Passing responsibility to a worker, including related instructions. If necessary, takes corrective action. Makes agreements and monitors them.

**Oral presentation**: Is capable of presenting ideas and facts clearly, using appropriate resources.

**Entrepreneurship**: Is capable of taking well-considered risks, allowing new directions to be taken or new fields to be developed.

**Organisational ability**: Is capable of aligning one’s own activities (and those of others) and to determine their order, to achieve objectives efficiently and effectively. Time management.

**Working with details**: Is capable of dealing with detailed information for a long time and in an effective way.

**3. Relational competencies**

**Group-oriented leadership**: Is capable of giving direction and guidance to a department/group and to create and maintain co-operative frameworks in order to achieve the intended objectives.

**Individual leadership**: Is capable of giving direction and guidance to a worker within the framework of his/her duties and further development.

**Empathy**: Is aware of others around and of one's influence on them. Exhibits behaviour that shows that feelings and needs of others are being acknowledged.

**Customer-orientation**: Is able to investigate the needs of customers or users, and to act accordingly.

**Listening**: Is capable of picking up important oral information. Keeps asking questions. Responds to reactions.

**Networking**: Is capable of building up a network of informal contacts, which is or may become useful for the organisation.

**Environment-consciousness**: Is aware of social and political developments or other environment factors. Takes advantage of these developments.

**Negotiating**: Is capable of purposely making and maintaining contacts, aimed at achieving consensus. Holding on to one’s own points of view, but giving in when necessary.

**Persuasiveness**: Is capable of persuading others of a particular point of view and to obtain agreement with certain plans, ideas or products.

**Co-operation**: Is capable of carrying out a task by working as part of a team. Contributing to harmony within the group and optimizing dedication of the members to the group objectives, even at the expense of one’s own short-term interests.

**Writing skills**: Is capable of expressing ideas clearly and to adjust to the reader. Formulating complex issues concisely and choosing the right words. Is capable of summarising accurately and writing grammatically correctly.

**Sociability**: Is capable of mixing with other people without any effort. Easily approaches others and easily mingles in company.

**4. Personal competencies**

**Ambition**: Wants to climb within the organisation. Makes an effort to develop oneself in order to achieve this.

**Anticipating**: Is capable of looking beyond current tasks and anticipating changes in the existing situation and to respond appropriately.

**Assertiveness**: Is capable of giving an appropriate, calm, but efficient response. Stands up for oneself, expresses one's wishes without hurting oneself or others unnecessarily.

**Flexibility**: Is capable of changing one’s own behaviour when problems or opportunities arise, in order to achieve a set objective.

**Conscientiousness**: Is capable of maintaining generally accepted (job-related) social and ethical standards in activities.

**Initiative**: Is capable of detecting opportunities and act accordingly, instead of remaining passive until others have done something.

**Loyalty**: Is capable of identifying oneself with the organisation’s interests, problems, objectives.

**Competitive spirit/commitment**: Is capable of working in a result- and goal-oriented way, also utilizing possible interesting alternative routes. Works to achieve something.

**Stress resistance**: Is capable of performing properly under time pressure and complicating circumstances (e.g. setbacks, disappointments).

**Stamina/perseverance**: Is capable of concentrating on a problem for a long time and/or intensively, or to defend a view, in the face of opposition or setbacks.

**Self-knowledge**: Understands one’s personal functioning. Is open for criticism relating to possible behavioural changes.

**Independence**: Is capable of performing tasks without the help of others, tries to overcome problems by oneself. Acts according to one’s conviction, independent from others.

**My 8 competencies are:**

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