

# DESCRIBE YOUR COMPETENCIES - WORKSHEET

Put together competency statements about a particular work or life experience. Organize your experiences into separate categories, including work, education, training, volunteer experience, etc. Be original when you write your competency statements by choosing action verbs.

## 1. Identify an experience

Work experience type (choose one):

**work**      **education**      **training**      **volunteer**      **other**

Your role: \_\_\_\_\_

Organization and location: \_\_\_\_\_

## 2. Identify relevant competencies

Check off three or more relevant competencies that you've strongly demonstrated and developed through this experience. [please make the blue boxes check boxes this is to select a few options]

- |   |                               |
|---|-------------------------------|
| <b>personal management</b>              | <b>teamwork</b>               |
| <b>communication</b>                    | <b>commitment to quality</b>  |
| <b>managing information</b>             | <b>professional behaviour</b> |
| <b>research and analysis</b>            | <b>social responsibility</b>  |
| <b>project, task and organizational</b> | <b>continuous learning</b>    |

Identify two or more relevant program-specific, cultural intelligence or professional competencies.

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### 3. Write competency statements

Describe what you did, what you learned and what you accomplished (use action verbs):

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### 4. Reflect on your learning

Review your competency statements and think about what you've learned.

- Which competencies did you develop the most?
- Where are the gaps in your competency development?
- Which competencies do you feel most confident and motivated to use?
- Which are you most interested in developing further?
- What other thoughts do you have about this experience?

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