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]

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

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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