

Competency Report

Generates concise summary of Competencies & Competency Areas along with brief description.

Project: ABC Corp
 Prepared by: BNH Director
 Date: September 2017

Competency	Competency Area	Overview
General Competencies	Accountability	Holds self and others responsible for accomplishing objectives and outcomes. Can be relied upon to ensure that work within areas of specific responsibility is completed in a timely and effective manner. Monitors and evaluates plans; focuses on results and measuring attainment of outcomes.
	Communication	Ability to communicate information to individuals and groups in a clear manner. Facilitates an open exchange of ideas and fosters an atmosphere of open communication. Demonstrates ability to listen to others.
	Conflict Management	Manages and resolves conflicts and disagreements in a positive and constructive manner to minimize negative impact. Identifies and takes steps to prevent unnecessary or recurring conflict. Supports employee efforts to independently resolve conflicts.
	Problem Solving	Identifies and analyzes issues or concerns. Evaluates alternatives to make recommendations. Implements recommended solutions.
	Teamwork	Exhibits willingness to share knowledge and experiences. Exhibits willingness to share credit and give credit where it is due (i.e., acknowledge others). Actively participates in group work activities.
Leadership	Decisiveness	Gathers necessary information to assist in decision making. Exercises judgment and is willing to take risks as necessary (e.g., limited data, solutions produce unpleasant consequences). Makes sound, well-informed, and timely decisions. Evaluates decisions and makes adjustments as necessary and as new information is presented.
	Developing Others	Demonstrates willingness to help others identify strengths and address/minimize weaknesses. Coaches others to identify developmental opportunities.
	Influencing/Negotiating	Builds consensus through give and take. Gains cooperation from others to obtain information and accomplish goals. Communicates the agency's vision and influences others to work toward organizational goals. Aims to achieve "win-win" situations.
	Leveraging Diversity	Recruits, develops, and retains a diverse, high quality workforce in an equitable manner. Leads and manages an inclusive workplace that maximizes the talents of each person to achieve sound business results. Respects, understands, values, and seeks out individual differences to achieve the vision and mission of the agency. Holds self and others accountable for achieving results that embody the principles of diversity.
	Team Building	Creates an environment of mutual respect. Builds cohesive and cooperative work unit. Leads by example. Motivates and guides others toward goal accomplishment. Recognizes and rewards the contributions of team members.