

## Key Competencies

# Studious



**LIFE-LONG LEARNER** - You will never give up in the pursuit of knowledge and self-growth. You understand that you can never know everything and yet yearn to continue this impossible quest. If you feel like you're regularly on the edge of your comfort zone, you're doing something right. You are happy that you will never be 'the finished article'.



**CURIOUS** - You have the impulse to understand meaning behind information and experiences, you actively seek it out. You productively research areas you do not understand and ready knowledge for future use. Your curiosity allows you to think deeply about subject matters and generate creative solutions.



**COGNITIVE AGILITY** - You need to have the agility of mind to rapidly move from one area of development to another as the needs of your environment can change rapidly. Even though you are intent on developing yourself in one area, you must listen to the advice of the more experienced parties and adhere to their advice.



**REFLECTION** - If we aspire to develop continually, we must undertake personal reflection as an important step to know what our strengths and weaknesses are. Unfortunately we can't always see our foibles which means we must seek out feedback and receive it graciously, no matter how difficult it may be. We can not become defensive.



**ITERATIVE GROWTH** - You plan your learning objectives and understand how to build on your foundations. You understand how far you have to go and how long it takes to be an expert in any given field. We should regard our own development with the highest respect and take it seriously and as such you routinely work to better your mind, behaviours, abilities and skillsets.

## Key Competencies

# Professional



**COMMUNICATION** - Eloquent written and spoken communication is essential in business. The use of articulate and appropriate language, correct tone, understanding the subtleties of grammar and punctuation to create a professional persona.



**RELIABILITY** - You must be able to manage your commitments whether it is arriving on time, responding to people promptly or delivering promises in a timely manner. You must value your own time and other people's. Reliability engenders trust.



**DEMEANOUR** - Your behaviour should be polite, interacting with kindness to everyone in the organisations you work with. Being polite and kind are important professional traits allowing you to emit a level of confidence without it being interpreted as egotism.



**APPEARANCE** - Appearance creates a strong impression that changes the dynamics of relationships and influences your career. Looking professional increases your self-confidence which impresses and attracts other people.



**POISE** - To keep your composure and find the positives in all challenging situations will reward you with being seen as a stable influence on others. If you can't remain calm in difficult situations and lose your cool in tense situations, you can quickly lose your professional integrity and credibility.

## Key Competencies.

# Independent



**ACCOUNTABILITY** - You work honestly and with integrity. The people you work with trust you to be an open communicator. You are responsible for both of your actions and the work that you have done, whatever the consequences of that work, whether it is good or bad. You gain commitment from the people around you because you hold yourself accountable for your promises.



**COURAGEOUS** - It takes courage to try something new but you enjoy putting yourself in situations where there is an opportunity to grow. You are unafraid to take the initiative and volunteer yourself just to see what happens. You have the courage to think independently and offer thoughts willingly but compassionately.



**DISCIPLINED** - This takes a lot of work but it's something everyone can have. Keep consistent habits, focus on consistency, set small targets throughout the day, observe your own work behaviours and adjust accordingly. Willpower and discipline are determined by your own thoughts, you control it.



**NETWORKER** - You cherish your network and create strong bonds with your co-workers. These solid relationships are essential and become your support structure to be able to act independently, you do not seek out conflict and understand when to act in unison with others, acquiescing when appropriate.



**SELF-STARTER** - You know when not to wait for the instruction of others and begin progressing workloads with minimum time-draw from your colleagues. Being self-organised and disciplined are much sought after disciplines as you can work towards the team's goals independently and don't need constant management. By taking ownership of your own work day means you can be trusted to get the job done.

## Key Competencies.

# Determined



**MOTIVATED** - You know what you're doing and how to do it, you're determined to complete every task to the best of your ability and become a trusted employee. Your determination is a motivation to others as they are inspired to make the same efforts you do to succeed. When they do, you applaud their efforts and look to them for inspiration.



**GOAL ORIENTED** - You regularly set yourself personal goals on many levels - daily, weekly, monthly, yearly - your goals are not only your own but the organisations. You understand what barriers might exist that will stop you achieving those goals and work to remove them.



**ENDURANCE** - Your career isn't a sprint to the finish, it's a lifelong marathon that takes all the discipline you can muster to finish successfully. With experience comes resilience and with time and practice you can make decisions despite the pressure and keep moving forward despite the losses.



**POSITIVITY** - You start the day with positive affirmations, and continually free yourself from judgement of yourself and other people to become more accepting of positivity. Focus on the good things in life, no matter how small, so that your levity is infectious as other people become attuned to it.



**FOCUSED** - You are the master of your own mind. You aren't easily distracted by unimportant details and limit multi-tasking as is required. You know the extent of your concentration spans and prepare your days accordingly allowing yourself to concentrate on one thing at a time.



## Key Competencies

# Creative



**DIVERGENT THINKER** - When problem solving there is often a straight forward answer, but at times it is beneficial that you can utilise more indirect, creative approaches that give fresh alternatives. You can control your levels of creativity to match the situation and where lots of possible answers are needed you can shift to multiple perspectives for alternative answers. You understand that there are lots of ways to interpret a question.



**CREATIVE** - You're not scared of trying something new, you enjoy crafting, delivering, and presenting solutions. You can demonstrate your initiative through generating and refining your ideas. Confident in the validity of your own view point you can happily look at familiar things with fresh ideas.



**OPEN MINDED** - You are highly flexible, able to produce a broad range of ideas and not become tied to your first attempt, generating uncommon ideas as a consequence. You are conscious of your cognitive biases and are able to successfully navigate them, including being able to accept when your ideas aren't the right ones for every circumstance.



**SHARING IDEAS** - Through all mediums, sharing ideas helps us focus our view points and address other perspectives that we may not have considered. Ideas and creative thinking is always nurtured through communication. To help other people visualise your concepts you should become a practiced story teller.



**VALUE DRIVEN** - In order to be imaginative it's important to be motivated for the right reason. To those ends we must understand our intrinsic and extrinsic values that influence our environmental and internal reward mechanisms - why do we do what we do and what do we really care about? It usually isn't the easy options such as money and status which both have limited motivational value.

## Key Competencies

# Analytic



**CRITICAL THINKER** - Being able to decide for yourself what is accurate and what is relevant is core to solving any situation. Higher order thinking skills let you step back from situations to discover for yourself what resonates as right or wrong, view different angles, identify key points, analyse information and then have confidence to put your own viewpoint across without bias. You endeavour to judge the true value of statements.



**RESEARCHER** - Discovery excites your analytical nature and you enjoy gathering information and equipping yourself with knowledge from many sources. When required you can translate research into evidence to facilitate your fact based strategies. The questions you ask naturally evolve as you understand more about the subject matter.



**STRATEGIC** - Being analytical isn't just a state of mind or natural ability, it's about practice and creating effective steps to help you diagnose the reality of the reality of the questions you are posed with. To identify a problem or question and then assume the best answer means to find the right tools, understand how you will analyse data, opinions and arguments, analyse and eventually assume solutions.



**OPTIMISE** - With any work, you should look for what you could have done better to develop optimised strategies for future problem solving. By analysing our failures and successes we can grow rapidly and become more efficient, eventually becoming well versed in crafting elegant solutions.



**IMPLEMENTER** - Plans are of no use unless you can implement the strategies you have formed. You must be able to act on the execution plan and decisively implement the solutions. Monitoring and controlling is essential and your utilisation of emotional intelligence will help delegation.