

## Skills development checklist

Use the following scales to assess each skill/competency in terms of **importance** and **improvement needed**. Multiply importance scores by improvement-needed scores to arrive at an overall development priority. The highest scores indicate the greatest priority for improvement.

Plan to enhance individual or team performance using the Development plan template.

### Scoring:

Level of importance			Level of improvement needed		
1	2	3	1	2	3
Low	Medium	High	Adequate for task	Some improvement would help	A lot of improvement would help

Skill or competency	Level of importance to the project	Level of improvement needed	Development priority (Importance x Improvement)
<b>Personal characteristics</b>			
▪ Persistence and optimism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ability to ask key questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Listening skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Working collaboratively to achieve agreed objectives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ability to influence others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ability to manage own and others' emotions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ability to manage conflict	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

▪ Ability to build trust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ability to make decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ability to motivate others to engage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Public sector management</b>			
<input type="checkbox"/> Understanding of the policy and strategy context	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Understanding of the political system and context	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Understanding of requirements of a public service employee and manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Independence and ability to maintain confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ability to build the community engagement capabilities of your team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Project management and analytical skills</b>			
▪ Ability to assess multiple stakeholder views	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Strong ability to plan, manage and evaluate projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ability to manage change	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ability to transition and exit projects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ability to manage risks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▪ Ability to deliver agreed results	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Engagement skills</b>			
<input type="checkbox"/> Ability to plan for community engagement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Ability to develop and implement community engagement strategies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Ability to select the right engagement strategy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Ability to build and maintain community relationships	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Group facilitation skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Ability to speak to large and small groups with influence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Ability to reflect upon process and outcomes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Community</b>			
<input type="checkbox"/> Community profiling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Stakeholder and community mapping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Community cultural awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Cross-cultural awareness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Community leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Ability to build the engagement and leadership capability of the community	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>