

Module 1: What is Management?

Management Competency Assessment Instructions: Assess your proficiency or competence in each of three areas affiliated with effective management. For each competency, rate yourself on a scale of 1 to 5 with 1 being a low level of skill and 5 being a high level of skill. **Highlight the areas where you need improvement.**

Competency	Definition	1	2	3	4	5
Managing Performance						
Hiring Employees	Skilled at evaluating and selecting talent to ensure the best match between the individual and the work requirements.					
Onboarding	Creates an onboarding experience that prepares staff for success in the position, department, and organization.					
Performance Process	Establishing systems and processes to develop, engage, & retain talented individuals; creating an environment to reach full potential.					
Developing Others	Provides challenging tasks and assignments; holds frequent development discussions; is aware of each direct report's career goals.					
Team Performance	Using appropriate methods and a flexible interpersonal style to help build a cohesive team; facilitating the completion of team goals.					
Managing People						
Establishing trust	Maintaining standards of honesty; speaking and acting in alignment with values; can present the truth in an appropriate and helpful manner; keeps confidences; taking responsibility for personal performance; trustworthy.					
Emotional intelligence	Accurately perceiving and interpreting one's own and others' emotions and behavior; leveraging insights to effectively manage reactions.					
Motivating and engaging others	Creates a climate in which people want to do their best; can motivate employees; empowers others; invites input from others, shares ownership, makes everyone feel his/her work is important.					
Delegating responsibilities	Clearly and comfortably delegates both routine and important tasks and decisions; broadly shares both responsibility and accountability; tends to trust people to perform; lets direct reports finish their own work.					
Managing conflict	Dealing effectively with others in an antagonistic situation; using appropriate interpersonal styles to reduce tension or conflict, facilitates in resolving conflict					
Managing meetings	Using appropriate interpersonal styles and methods to help reach a meeting's goals while considering the needs and contributions of others.					
Appreciating diversity	Valuing the contributions of a wide range of people; understanding the influences of factors including generation, race, gender, economic background, nationality.					
Managing the Business						
Managing Time	Uses time effectively and efficiently; values time; concentrates own efforts on the more important priorities; can attend to a broader range of activities.					
Managing projects	Effectively manages time, resources of self/others, clearly assigns responsibility for tasks, sets clear objectives, monitors progress, provides feedback.					
Managing budgets	Understands the budget process; accurately predicts expenditures; consistently operates within the established budget, adjusting as needed.					
Making business decisions	Makes good decisions based upon a mixture of analysis, wisdom, experience, and judgment; most solutions and suggestions turn out to be correct and accurate when judged over time; sought out by others for advice and solutions.					