

Competency-Based Self-Assessment Checklist

This self-assessment checklist helps individuals reflect on their competencies. Tick the statements that best describe your current skills and behaviours. Be honest, this is a tool for self-awareness and growth.

# Communication Skills

[ ]  I actively listen when others are speaking.

[ ]  I provide clear and concise feedback.

[ ]  I adapt my communication style to different audiences.

# Teamwork

[ ]  I collaborate effectively with peers.

[ ]  I contribute ideas and respect others’ contributions.

[ ]  I help resolve conflicts in a constructive way.

# Problem-Solving

[ ]  I can identify problems quickly.

[ ]  I propose practical solutions to challenges.

[ ]  I adapt my approach when the first solution doesn’t work.

# Technical Knowledge

[ ]  I apply my technical knowledge accurately in tasks.

[ ]  I keep my knowledge updated with the latest developments.

[ ]  I can explain technical concepts to non-experts.

# Leadership

[ ]  I take initiative when leading a project.

[ ]  I delegate tasks effectively.

[ ]  I motivate and support others to achieve goals.