

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.