



*Navigating Tennessee Forward  
Growing In Professional Skills<sup>3</sup>*

## Core Competencies

<b>Self Development:</b>		<b>March 5, 2014, 8:30 – 12:30</b> <b>March 6, 2014, 12:30 – 4:30</b>	
<i>Is personally committed to and actively works to continuously improve himself/herself.</i>	<ol style="list-style-type: none"> <li>1. Understands that different situations and levels may call for different skills and approaches.</li> <li>2. Works to deploy strengths.</li> <li>3. Works on compensating for weakness and limits.</li> </ol>		
<b>Managing and Measuring Work:</b>		<b>April 2, 2014, 8:30 – 12:30</b> <b>April 3, 2014, 12:30 – 4:30</b>	
<i>Clearly assigns responsibility for tasks and decisions.</i>	<ol style="list-style-type: none"> <li>1. Sets clear objectives and measures.</li> <li>2. Monitors process, progress and results.</li> <li>3. Designs feedback loops into work.</li> </ol>		
<b>Drive for Results and Problem Solving:</b>		<b>May 7, 2014, 8:30 – 12:30</b> <b>May 8, 2014, 12:30 – 4:30</b>	
<i>Can be counted on to exceed goals successfully.</i>	<ol style="list-style-type: none"> <li>1. Steadfastly pushes self and others for results.</li> <li>2. Probes all fruitful sources for answers.</li> <li>3. Can see hidden problems.</li> <li>4. Looks beyond the obvious and doesn't stop at the first answers.</li> </ol>		
<i>Uses rigorous logic and methods to solve difficult problems with effective solutions.</i>			
<b>Decision Quality:</b>		<b>June 18, 2014, 8:30 – 12:30</b> <b>June 19, 2014, 12:30 – 4:30</b>	
<i>Makes good decisions (without considering how much time it takes based upon a mixture of analysis, wisdom, experience, and judgment.</i>	<ol style="list-style-type: none"> <li>1. Most of his/her decisions and suggestions turn out to be correct and accurate when judged over time.</li> <li>2. Sought out by others for advice and solutions.</li> </ol>		

<b>Creativity:</b>		<b>August 27, 2014, 8:30 – 12:30</b>	
		<b>August 28, 2014, 12:30 – 4:30</b>	
<i>Comes up with a lot of new and unique ideas.</i>	<ol style="list-style-type: none"> <li>1. Easily makes connections among previously unrelated notions.</li> <li>2. Tends to be seen as original and value-added in brainstorming sessions.</li> </ol>		
<b>Strategic and Organizational Agility:</b>		<b>September 10, 2014, 8:30 - 12:30</b>	
		<b>September 11, 2014, 12:30 – 4:30</b>	
<i>Sees ahead clearly. Knowledgeable about how organizations work.</i>	<ol style="list-style-type: none"> <li>1. Knows how to get things done both through formal channels and the information network.</li> <li>2. Understands the origin and reasoning behind key policies, practices and procedures.</li> <li>3. Understands the cultures of organizations.</li> </ol>		
<b>Managing Vision and Purpose:</b>		<b>October 8, 2014, 12:30 – 4:30</b>	
		<b>October 9, 2014, 12:30 – 4:30</b>	
<i>Communicates a compelling and inspired vision or sense of core purpose.</i>	<ol style="list-style-type: none"> <li>1. Creates mileposts and symbols to rally support behind the vision.</li> <li>2. Makes the vision sharable by everyone.</li> <li>3. Can inspire and motivate entire units or organizations.</li> </ol>		
<b>Customer Focus:</b>		<b>November 12, 2014, 8:30 – 12:30</b>	
		<b>November 13, 2014, 12:30 – 4:30</b>	
<i>Is dedicated to meeting the expectations and requirements of internal and external customers.</i>	<ol style="list-style-type: none"> <li>1. Gets first-hand customer information and uses it for improvements in products and services.</li> <li>2. Acts with customers in mind.</li> <li>3. Establishes and maintains effective relationships with customers and gains their trust and respect.</li> </ol>		