***ACE* COMPETENCY DEVELOPMENT WORKSHEET**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Purpose:*** *The competency development worksheet is intended to help employees and supervisors plan and document progress toward the employee’s professional development goals. Identifying and planning development opportunities can be initiated by either the employee or supervisor.*

**Participant Instructions:**

* Choose only one competency per worksheet
* Remember to set your beginning proficiency level (see attached)
* Incorporate any necessary development resources
* Why is it Relevant – What do you as the employee want to get out of the development goal; What do you as the supervisor need the employee to learn
* Specific objectives should be included in how/what you will implement

**Supervisor Instructions:**

* Coaching Feedback and How Feedback Will be Implemented sections to be completed by supervisor
* Coaching should incorporate changes in proficiency level

**1) Select a competency you would like to develop:**

**Competency Type**

Choose an item.

**2) Select a beginning proficiency level (see below for proficiency scale)**

**Proficiency Level**

Choose an item.

**3) Planning/Practice/Implementation Plan:** Your development plan should be a S.M.A.R.T (**S**pecific, **M**easurable, **A**ttainable, **R**elevant, and **T**imely) goal.

|  |  |  |  |
| --- | --- | --- | --- |
| Development Goal & Timeline | Why is it Relevant | How/What Will I Specifically Implement | How Will Progress be Measured? |
|  |  |  |  |

**4) Progress Updates:** Engage in periodic coaching discussions to measure progress on goal.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Progress Update | Key Take A-Ways | Specific Struggles |
|  |  |  |  |

**5) Coaching Feedback:** Engage in periodic coaching discussions and note feedback received & how it will be implemented.

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Coaching Feedback | How Feedback will be Implemented | Key Take A-Ways |
|  |  |  |  |

***ACE* COMPETENCY PROFICIENCY SCALE**

**1 – Fundamental Awareness (basic knowledge)**

You have a knowledge or understanding of the basic techniques and concepts of this competency.

* Focus on learning
* May need extensive instruction
* Applies the competency seldomly and in simple situations

**2 – Novice (limited experience)**

You are expected to need help performing this competency to complete job responsibilities. Experience has been gained in a classroom or as a trainee on the job.

* Focus on developing on‐the‐job experience
* May need frequent instruction
* Applies the competency somewhat often and in routine/limited situations

**3 – Intermediate (practical application)**

You can successfully utilize this competency to complete diverse job responsibilities.

* Focus on applying or enhancing knowledge or skill
* May need occasional guidance and advanced help
* Applies the competency consistently and in moderately difficult situations within the

organization

**4 – Advanced (applied theory)**

You can successfully perform actions associated with this competency and are recognized as a resource to others. You apply the competency to improve processes and other work outcomes.

* Focus on broad organizational/professional issues
* Generally, requires little to no guidance
* Applies the competency consistently and in complex situations across multiple areas

**5 – Expert (recognized authority)**

You can thoroughly and consistently provide guidance, troubleshoot and answer questions related to this competency, and complete related job responsibilities.

* Focus is strategic and on developing new processes
* Serves as key resource and advises others; known as an expert in area
* Applies the competency expertly and in considerably complex situations across

multiple areas, both internal and external to the organization