List of Competencies

Please note that some terms may be assigned to more than one competency group. Feel free to move around particular items.

Methodological Competencies

- grasping starting point and underlying conditions
- analysing difficulties and issues
- formulating requirements
- noticing obvious and hidden resources
- defining content and goal
- devising possible solutions
- planning and implementing steps to reach solutions and goals
- goal oriented
- effective
- efficient
- quick
- concentrated
- loyal to employer
- acting according to role and competence
- using formal information channels
- motivated and curious about new learning and working contents
- having one’s own ways to learn
- processing knowledge effectively
- knowing how and where to get information, applying methods of obtaining information
- filtering information according to their relevance
- setting priorities
- structuring work and training contents
- knowing and using note-taking methods
- knowing and using systems for filing and organising
- knowing and using methods for energy and time management
- planning, controlling and evaluating tasks according to time and content
- delegating tasks in a reasonable manner
- precise use of information technology and other tools
- independent
- taking initiative
- diligent
- quality-conscious
- precise
- cost-conscious
- environmentally conscious
- results-oriented
- being able to communicate contents specific to a target group
- putting together and structuring presentations
- speaking without notes to groups
- using nonverbal communication
- structuring and illustrating complex contents
- knowing presentation and illustration technique
- using presentation technique and the corresponding tools in a targeted manner
- structuring and conducting meetings in a time-efficient way
- summarising the key points
- getting to the heart of a matter
- taking into account other people’s questions and opinions
- others
Personal Competencies

Social Competencies

– developing solutions with others – contributing and sharing one's own knowledge – acknowledging weaknesses and mistakes – taking on responsibilities in a group – standing back in a group – finding one’s voice in a group – having an open ear for other people's concerns – recognizing and appreciating skills of others – accepting previous decisions – adhering to work strategies / agreements – working in co-management – sharing responsibility for results at work – listening to other opinions without judging prematurely – accepting aggression in others and one's self and dealing with it constructively – differentiating between the factual and the personal level – handling defeats – directly addressing wishes – providing constructive criticism and reacting to criticism appropriately – recognizing conflicts, addressing them directly and solving them where they are – saying no – addressing and resolving differences in opinion – connecting with others – tolerance – empathy – adjusting language to the receiver – listening without giving advice – praising and appreciating – knowing and applying different feedback techniques – (bravely) asking when something is not clear – recognizing and incorporating non-verbal signals – getting involved and participating in discussions – being able to find a consensus – being able to be brief, concise and comprehensible in communication – assessing how one's own messages are being received correctly – introducing emotions at the right time – keeping the necessary distance – asserting oneself – including intercultural values in communication – distancing one's self from demands – not having to do everything yourself – achieving a good balance between closeness and distance – knowing the possibilities and limitations of one's own competencies – stimulating – inspiring – motivating – fair – sensitive – showing solidarity – co-operative – harmonising – considerate – diplomatic – supportive – integrating – encouraging – loyal – others
Professional Competencies

– ability to think: abstract – analytical – specific, practically-oriented – creative
in – user knowledge in the area of – knowledge of terminology and rules in – assessing – delegating – expert in the area of – thinking and acting with foresight – being able to apply theoretical knowledge to practical situations – practical knowledge: instruments, machines, devices, operating facilities – computer skills in – programming skills – numeracy skills – special knowledge and experience in – initiating and implementing change – others

Quellen:

- Kompetenzenliste, Liste möglicher Kompetenzen und was darunter zu verstehen ist https://www.dji.de/fileadmin/user_upload/5_kompetenznachweis/KB_Kompetenzliste_281206.pdf
- Fähigkeiten.liste http://www.be-werbung.ch/assets/content/dokumente/faehigkeiten/faehigkeiten_fahigkeitsliste_12.pdf
- Nohl, Martina: Laufbahnberatung 4.0, managerSeminare Verlag 2018