



Business & English Competency Development Vocational Training

## **Business Competencies**

**Thought Leadership:** Thinks like they own it (it's theirs); analyzes, prioritizes and decides

Competency

**Development Activities** 

Plans and Organizes [Creates clear plans for self and others to ensure the work is completed efficiently]

Thinks Strategically [Aligns with company objectives; understands & communicates the company's strategy]

Uses Seasoned Judgment [Collects, analyzes & acts on relevant information making effective decisions; considers the impact of decisions on the company]

**Personal Leadership:** Manages self to lead by example

Competency
Acts Courageously
[Despite personal risk, takes action to

achieve company success]

Adapts to Change [Flexible & open-minded to new demands and challenges; works effectively in ambiguous situations]

Develops Self
[Identifies & pursues personal development opportunities]

**Development Activities** 

## **People Leadership:** Partners with and develops others

## **Competency**

**Development Activities** 

Communicates Openly

[Transparent & open; communicates thoughts and ideas effectively verbally and non-verbally]

**Builds Relationships** 

Develops rapport by showing respect and concern for others regardless of differences]

Collaborates

[Involves others in shaping plans and decisions that impact them; contributes to the work of the company]

**Engages and Inspires** 

[Contributes to an environment in which others can do their best; recognizes others' contributions]

**Develops Others** 

[Identifies & develops talent]

**Results Leadership:** Gets the job done; achieves objectives at a minimum **Competency Development Activities** 

Puts the Client First [Relentlessly solutions focused]

**Drives for Results** 

[Sets high standards of performance; holds self & others accountable; spends resources wisely]