Personal Effectiveness Competencies

Manager Name	Date:	Spokesperson Name	Date:
Interpersonal Skills		Interpersonal Skills	
Speaks clearly, confidently, and with appropriate eye-contact with audience.		Speaks clearly, confidently, and with appropriate eye-contact with audience.	
Applies active listening skills using reflection, restatement, questioning, and clarification.		Applies active listening skills using reflection, restatement, questioning, and clarification.	
Integrity		Integrity	
Treats others honestly, fairly, and courteously (words required).		Treats others honestly, fairly, and courteously (words required).	
Accepts responsibility for one's decisions and actions.		Accepts responsibility for one's decisions and actions.	
Professionalism		Professionalism	
Accepts feedback and attempts to learn from mistakes or misunderstandings.		Accepts feedback and attempts to learn from mistakes or misunderstandings.	
Demonstrates positive attitude toward work and others.		Demonstrates positive attitude toward work and others.	
Manages conflict respectfully while maintaining progress toward a goal.		Manages conflict respectfully while maintaining progress toward a goal.	
Lifelong Learning		Lifelong Learning	
Seeks feedback and asks questions to strengthen own understanding.		Seeks feedback and asks questions to strengthen own understanding.	
Uses newly learned knowledge and skills to complete specific tasks.		Uses newly learned knowledge and skills to complete specific tasks.	
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Quality Control Name	Date:	Process Analyst Name	Date:
Quality Control Name Interpersonal Skills	Date:	Process Analyst Name Interpersonal Skills	Date:
	Date:	·	Date:
Interpersonal Skills Speaks clearly, confidently, and with	Date:	Interpersonal Skills Speaks clearly, confidently, and with	Date:
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