Competency goal setting worksheet

Take some time to reflect on how each competency is relevant to your future and consider opportunities for further development. Use the <u>FRTF overview</u> to explore descriptions and behaviours associated with each competency.

Competency	Why is it important to me and my future?	How could I further develop this competency?
Context-specfic skills Acquire and strengthen knowledge and skills relevant to a specific discipline or context.	• •	• •
Information & data literacy Find, evaluate, interpret, synthesize, and use information and data effectively.	• •	• •
Technological agility Assess, select and use technologies to simplify and streamline the work required to reach the desired outcomes. Demonstrate keenness and aptitude for new technologies.	• •	• •
Self-management Act with professionalism, regulating behaviour for task and interpersonal challenges.	• •	• •
Self-assessment Reflect on how one's motivation, strengths and areas of challenge relate to contribution to the workplace. Seek feedback and remain curious and honest regarding one's knowledge, skill and abilities.	• •	• •
Lifelong learning & career development Explore relationship between personal values and interest and occupation options. Set career and learning goals. Identify and pursue professional opportunities and connections to help reach goals. Track progress.	• •	• •

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Competency	Why is it important to me and my future?	How could I further develop this competency?
Communication Articulate thoughts, ideas, and possibilities clearly and effectively in written and oral forms to person's outside the organization. Listen actively and ask questions to empathetically understand other people's viewpoints.	• •	• •
Collaboration Share responsibilities as a positive team member to solve problems and meet goals.	• •	• •
Intercultural effectiveness Seek contributions from, work cooperatively with, and express respect for people from diverse backgrounds and differing organizational perspectives.	• •	• •
Innovation mindset Make unconventional or creative connections across industries, contexts, or fields that enable the creation of ideas, approaches and application of technology.	• •	• •
Critical thinking Analyze problems critically, evaluate alternatives, and select the best course of action.	• •	• •
Implementation Structure, coordinate, organize, and successfully complete projects and tasks.	• •	• •

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Competency goal setting worksheet

Choose a competency you would like to develop and consider:

- How can you develop this competency?
- What opportunities on-campus can help you develop this competency? What about off campus?
- How will you make sure to follow through with reaching your goal?
- What is your time-frame for reaching this goal?
- What are the potential challenges that you could face in reaching your goal? How can you overcome these challenges?

Build a goal to help you develop this competency. Setting **S.M.A.R.T.** goals could be a good option for competency development to help focus your efforts and increase your chances of achieving your goals.

	FRTF competency goal development
Specific	Describe your goal:
Measurable	How will you track your progress?
Attainable	What are three steps you could take to reach your goal? 1. 2. 3.
Relevant	Why is this goal important to you?
Time-bound	When will you reach your goal?

Brainstorm and explore competency goal setting with a career advisor by booking an "Analyzing and leveraging your skills" appointment at the Centre for Career Development.

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