**EMPLOYABILITY AND SELF-DEVELOPMENT**

**Learning Outcome 3: ACTIVITY 7**

**HOMEWORK INDIVIDUAL ACTIVITY**

**Evidencing specific competencies**

With reference to a specific job role, identify from the list below the competencies that are required for the role and then write at least one example of how you could evidence that competency from your experience alongside it.

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|  | **Examples of evidence to support competency** |
| **SELF-MANAGEMENT** |  |
| Punctuality |  |
| Time management |  |
| Planning and organising |  |
| Self-confidence |  |
| Honesty and integrity |  |
| Reliability |  |
| ‘Can do’ approach |  |
| Enthusiasm |  |
| Commitment |  |
| Good personal presentation |  |
| Coping with pressure |  |
| Emotional intelligence (understanding yourself) |  |
| **PROBLEM-SOLVING** |  |
| Attention to detail |  |
| Negotiation |  |
| Decision-making |  |
| Initiative |  |
| Achievement |  |
| Drive |  |
| Reflection |  |
| **WORKING TOGETHER** |  |
| Collaboration |  |
| Cooperation |  |
| Flexibility |  |
| Responsiveness |  |
| Willingness to learn |  |
| Involving others |  |
| Equality and inclusion (appreciating diversity) |  |
| Taking responsibility |  |
| Being accountable |  |
| Managing and leadership |  |
| Delegation |  |
| Tact and diplomacy |  |
| Trustworthiness |  |
| Conflict resolution |  |
| **COMMUNICATION SKILLS** |  |
| Verbal communication |  |
| Non-verbal communication  |  |
| Active listening |  |
| Giving and receiving feedback |  |
| Presentation skills |  |
| **BUSINESS SKILLS** |  |
| Commercial awareness |  |
| Customer focus |  |
| Service orientation |  |
| On-time delivery |  |
| Corporate social responsibility  |  |
| Ethicality |  |
| **FUNCTIONAL SKILLS** |  |
| Numeracy |  |
| Language (not included above if relevant) |  |
| ICT |  |
| **OTHERS LISTED IN JOB DESCRIPTION OR PERSON SPECIFICATION** |  |
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