# Core Competency Assessment Worksheet

Note: Whether or not one of the competencies listed below impacts you depends on

* The complexity of your business,
* How many people are on your team, and
* The stage of business growth.

| **Competency** | **Applies to your business?** | **Rating****(5-95%)** |
| --- | --- | --- |
| **Communications** |  |  |
| **Writing** |  |  |
| General message composition |  |  |
| Emails |  |  |
| Articles and Blogs |  |  |
| Presentations |  |  |
| Marketing messages |  |  |
| **Speaking** |  |  |
| Networking events |  |  |
| Small groups |  |  |
| Large Groups |  |  |
| Interviews |  |  |
| On camera |  |  |
| **Typing** |  |  |
| Basic keyboarding  |  |  |
| Texting  |  |  |
| **Technology** |  |  |
| Word |  |  |
| Excel |  |  |
| PowerPoint |  |  |
| WordPress / HTML |  |  |
| Facebook |  |  |
| LinkedIn |  |  |
| QuickBooks |  |  |
| Others |  |  |
| **Relationships** |  |  |
| Caring about the relationship |  |  |
| Listening |  |  |
| Emotional control |  |  |
| Long-term focus |  |  |
| Flexibility |  |  |
| Negotiating |  |  |
| Honoring agreements |  |  |
| Setting boundaries and standing up for yourself |  |  |
| **Management Skills** |  |  |
| Team Management  |  |  |
| Personal Management |  |  |
| Team Management |  |  |
| Recruiting, hiring, managing employees |  |  |
| Hiring and managing contractors |  |  |
| Meeting Management |  |  |
| Operations Management |  |  |
| Project Management |  |  |
| **Personal Management** |  |  |
| Managing to a budget |  |  |
| Self-control |  |  |
| Focusing  |  |  |
| Time and schedule management |  |  |
| Showing up on time |  |  |
| Showing up |  |  |
| **Managing Challenges** |  |  |
| Rolling with the punches |  |  |
| Managing stress |  |  |
| Sucking it up! |  |  |
| Letting it go |  |  |
| Being courageous |  |  |
| Learning the lesson |  |  |