

# DOING A COMPETENCY AUDIT STEP-BY-STEP

## WORKSHEET – COMMUNICATOR COMPETENCY MODEL

Step 1: Take the worksheet. Go to the first section on communication skills about midway down the page. Look at the first competency, writing/editing. In terms of your professional development are you a 1, 2, 3, or 4 on this competency. Level 1 states that you have about 1-4 years of experience, level 2 is roughly 5-9, Level 3, 10-15 and level 4, 16 plus years. Check the appropriate level for you.

Continue through the communication skills.

Good. Let's proceed through management and knowledge area skills doing that same assessment. In the knowledge area skills section, only mark the specialty that you are most experienced in. When we get to the planning stage you will be able to review the other knowledge areas to see where your "developing" interests may lie.

## PART ONE: COMMUNICATOR COMPETENCY MODEL

Now go to Part I: Communicator's Competency Model and scan the competency level in the three sections and make sure the level you have assessed is the appropriate level for you. Edit where necessary.

Now that you have completed the audit, you have a benchmark of your communication competencies. So, where do you go from here?

## PART TWO: PROFESSIONAL DEVELOPMENT, BUILDING YOUR SKILLS

Go to Part II: Professional Development, Building Your Skills to identify ways you can enhance or advance your competencies.

There are a number of ways to build your communication skills and competencies. Many you will see and think, "of course" but the key is to actually begin to build these into your plan. In order for it to happen, you must first plan for it to happen. Look at the first set of opportunities outlined. There are more formal opportunities as well as less formal.

- Continuing education
- IABC Accreditation, certificates
- Workshops, seminars, conferences
- Reading
- Networking, and
- Volunteering

Investigate any of these opportunities to see how it may fit into your career plan.

In addition, check the four career level chart for activities that can be fit into your everyday activities. Is one of these a possibility for you? This may be a good way to gain skills.

## **IABC Accreditation**

A good rule of thumb for IABC Accreditation is to have a solid showing in Level 2 competencies. It is not necessary to have mastered all of these skills but a majority will ensure a better chance at being successful in the accreditation process. If you would like to find out more about accreditation or how it may fit into your career plan, contact Olivia Nucum, Accreditation Coordinator, IABC International headquarters, [onucum@iabc.com](mailto:onucum@iabc.com). She can connect you with an Accreditation Liaison in your area.