

Competency Self- Assessment: Training and Teaching Others

Instructions: Please rate yourself on how you demonstrate the expected behavior for each of the statements. With your supervisor, compare, discuss, and determine your strengths and your opportunities for improvement. It is recommended that the supervisor and staff provide examples to support ratings.

Rating Scale	Definitions
N/A	Not applicable; I have not had the opportunity to demonstrate this behavior
1	I rarely demonstrate this behavior; I need improvement in this area
2	I usually demonstrate this behavior; I meet expectations in this area
3	I consistently demonstrate this behavior; I exceed expectations in this area

Behaviors	Rating
<i>Do I...</i>	<i>How Frequently Do I Do This...</i>
A. Identify the training needs of both new and current work group staff and proactively offer assistance and direction?	
B. Teach courses on professional or technical topics in a manner that achieves high levels of learning and positive reactions on the part of participants?	
C. Utilize advanced professional or technical knowledge to answer questions and provide direction to other staff?	
D. Proactively pursue developmental opportunities to maintain or advance your own knowledge?	
E. Provide informal guidance and share knowledge with staff to enhance learning and suggest available training opportunities?	
F. Instruct others in a clear, organized, and understandable manner (e.g. engage participants, provide extra effort to obtain high levels of learning)?	
G. Create formal training programs, available to all staff, in order to train on both general and targeted knowledge and skills?	
H. Continue to follow up with trainers and participants to ensure training is effective and all staff is trained?	
Rating Scale Average	

For additional information and resources related to competencies, please refer to the [Competencies](#) tab on the Performance Management & Development page.

Employee Name:

Supervisor Name:

Position:

Date: