



I'm not robot



reCAPTCHA

Continue

Competence vs performance pdf

The technologies and trends shape the companies of tomorrow It steals the focus of more important things. Save shares April 30, 2015 Strategies for dealing with people like Google, Amazon and Kayak Save Share From the June 2014 issue Reaching a sustainable competitive advantage is almost impossible these days. A Playbook for Strategy in a High Speed World Save Share From the June 2013 issue last updated on October 28, 2020 Do you ever find yourself longing to take time for yourself? Many of us are so busy with work, school and domestic life that there is often no time left to do something you enjoy. What follows are some ways to carve out the essential time you need to slow down, enjoy life and rejuvenate your mental and physical health. The importance of self-care in today's on-the-go society, it is often seen as selfish or unproductive to take time for yourself. You have a job to do, take care of children, cook meals, pay bills, and the list goes on. How can you justify taking a break for self-sufficiency without feeling guilty? The truth is that without self-care, you don't give yourself a battle-ready chance to do your best in every aspect of your life. If you don't take care of your own needs first, you'll be burned out and fight in your daily life before you know it. Move your perspective and accept that it's important to take time for self-care if you really want to live a productive, happy and successful life. Easy ways to take time for yourself Search time to focus on self-sufficiency can be difficult, especially with the demands of work and family life. Often it can be a good way to plan the time before time to make sure you don't give up the important personal time. Here are a few easy ways to take time for yourself. In the evening with Yourself Try to save certain weeknights just for you. When others ask you to do things on those nights, just tell them you have plans. Use the time to garden, read, sports, think or the ultimate luxury of doing nothing! Monthly Treat Schedule a treat for yourself once a month. It could be in your lunch break, a weekend, or it could leave work early. Maybe you get a spa treatment, send yourself a movie, a haircut, play golf or whatever you ever think about, but rarely do. Plan it in at least a month to make sure nothing is in the way of this time. Buy tickets in advance Buy tickets for a baseball game, a theater production, a or any other event you want to enjoy. If you already have the tickets in your hand, you will be forced to do so! Leave work on time This is one of the easiest things you can do if you crave personal time. Many of us regularly stay late at work. If these are they, make it a point to leave work exactly on time at least once a week, if not more. And then enjoy this time by participating in your favorite hobby or spending time with a friend you rarely see. Joining a group Membership in a group can be a good way to if you take time for yourself. Find a group or club that revolves around an interest or passion from you or something you want to try. You can find a book club, a photo club or a bird watching group. It can be anything that helps you feel rejuvenated. Take an adult education class If you want to learn something new or refresh something you learned some time ago? There are tons of free online courses, and many community colleges also offer free or cheap courses. You can learn a foreign language, try yoga or refresh your painting skills. Exercise For busy people it can be difficult to take time to do so, but it is important to do so. A new habit is started with just one step. For example, you can walk 20 minutes in the morning and then build on that success every day. Variety how you spend this time. On some days, you can use the time to reflect and daydream. On other days you can listen to motivational audio, and on days you want a real boost, listen to your favorite music! However, if you've been training for a while and usually listen to music, try it without typing for a change. Instead, let your mind wander and expand. Here are some ways to find time for exercise in your busy life. Take time for yourself on the Go Some of us spend hours commuting to and from work. This can be a great opportunity to take time for yourself! Commuting by public transport If you can, ditch your car and let someone else do the ride. Use this time to plan your day or read, write, creative thinking or even meditation. Drive in your car Make most of the time and vary how you spend it. If you're always listening to music, try Educational Radio (NPR), audiobooks or even quiet time. Take advantage of this quiet time for brainstorming. Either think in your head or even express your ideas out loud. Bring a voice recorder. You could write a book about Voice Recorder over time. Waiting in the car If you find that you have a certain amount of waiting time in your life, change how you perceive it. Instead of waiting time, you can immediately change it in leisure time by reading a book, writing a to-do list, or practicing meditation. Two Birds With One Stone Search for ideas where you can fit in time for things you already need to do or that will have multiple benefits. Check out the ideas below to give you an idea. Go to work This is a great one because you achieve many things at once. You get movement, you have time to listen to music/audio or enjoy, and you will help to save the environment. Arrival early Any appointment you have plan to arrive 15-30 minutes earlier. Then use this time to sit back and relax with a book or magazine. Volunteer There are so many benefits to it. They make a difference to others, escape work and personal worries, and grow as a person. This about the type of volunteering you are interested in and find a group to join. It could be environment, education or anything that gives you a sense of Lunch Alone Try sneak in for a quiet lunch alone on a park bench or even in your car. Enjoy a quiet time with no one to talk to and no disturbing noises. Time Away From Kids You love your kids, but sometimes you just need a break from parenting. Here are some ideas that will help you get away with a bit of this role. Organize a Mom's/Dad's Morning Out circle If you have a friend or group of friends, you can agree to share babysitting services a few times a month so that others in the group get some time alone. Rent a babysitter Make a plan to have a babysitter you trust to watch their children once a month or once a week so you can take time for yourself. Go one step further and go to a date evening or a night where you participate in a course or hobby. Find a gym with a babysitting service Find a gym that offers childcare so you can take a yoga class, do strength training or even train with a personal trainer. Make sure you first fully explore the safety of your childcare program, though, and get some references if possible. The bottom line If you feel like you need to take your time and relieve stress, there are many ways to do it. Even if you have a chaotic life in which it seems to save only seconds on a given day, it is possible to take your time by simply planning ahead. Make this a monthly event to start a healthy self-sufficiency habit. More Tips for Self-Care Featured Photo Credit: Erwann Letue via unsplash.com If you're working in the field, it's time to update your resume. If it lasts longer than 18 months, it is likely to fail. There are five types of competitions. Over the next ten years, 10,000 baby boomers will retire every day. SPONSOR CONTENT OF ACCENTURE STRATEGY Sponsor content from Accenture Strategy imagine you're a car. The engine is your brain where your education, training and experience are stored. The anti-lock brakes, window windows, backup camera and air conditioning are your skills. How it comes together to get your passengers safely and comfortably to their destination is your competence. It's not a perfect metaphor, but it gives you an idea of how job competence works. You could see it as the how. It's how all your great qualities come together to make you an excellent employee. Job competence is the overall package. It allows you to absorb, process and perform. It also develops and improves as your jobs change and be. The professional skills you have as a 34-year-old middle manager are much more sophisticated than the professional skills you had as a 17-year-old fast food server. When you retire as CEO, your professional skills will be light-hearted when you have climbed these business leaders. Indeed, the large discrepancy between skills and pension rights (very little) is one reason why retirement can be so difficult for some people. It is quite simple to see the difference between education and it's perfectly captured in the far-sighted look of the MBA graduate, who is going to his new office for the first time. This hard-won degree doesn't tell you how to deal with having an assistant for the first time in your life. Or what is expected of you when you go to your first department meeting. But what is the difference between skills and competences? This is a little more difficult to determine, because we often equate skill with competence. Back to our 17-year-old fast food server: He's flipping burgers, you know. He set a record for the number of burgers that went from grill to bun in five minutes. That's a skill. The manager noticed his high, optimistic demeanor and decided to bring him to the front. Competence brought him this promotion. The above example raises an important point about competence. It has a personal component. In addition to the way your education, training, skills, knowledge, experience and skills come together, competence is personal. It's what you bring to the table. Of course, we all consist of positive and negative characteristics. As we focus on professional skills, we focus on our positive qualities. It is assumed that we have the negatives under control, especially when we are at work. Competence is both observable and measurable. It is a synergy of your knowledge, skills and experience with your personal characteristics. Overall, it is what makes you able to do your job well. Many companies define their own professional competences on the basis of their mission statement and strategic plan. Here, however, is a list of core competencies with examples that apply to almost every job. You are: you can express yourself effectively, whether you convey information, your opinion or a set of facts. You communicate appropriately with people who report to you, your colleagues, and your superiors. They have good hearing skills and are open to the opinions and ideas of others. For example, you present a new project in a meeting with your direct reports. You describe how you expect the project and list deadlines for intermediate steps and the final deadline. You ask for the input of your team. You listen, talk and ask questions about what your employees are telling you. You can make changes to the project and its deadlines based on what you hear from your team. Or, if you don't, explain why. They interact appropriately with customers and meet and anticipate their needs. They are dedicated to high-quality customer service. Example: You offer the service with a smile. (Even if you are talking to customers by phone or e-mail the tone of your voice and written communication changes when you smile.) When you provide a rush order for a regular customer, thank them for the opportunity to meet their needs. You are responsible for your own decisions and actions. They behave ethically and work efficiently. (No web surfing on company time.) Example: At its most basic, accountability show up on time, get your work done and make decisions that are right for the company. At the management level, we say that you decide to close early and let employees go home when a big snowstorm is approaching. You take responsibility for your decision and explain it to the owner if the blizzard turns out to be much lighter than expected. You are competent in all areas where you have said that you are on your CV and need to be for your job. This includes being open to self-improvement when opportunities arise to expand what you know about equipment, technology, processes, etc. For example, you can create accurate, complex tables to provide the data needed to set sales goals next year. However, you are proactively looking for courses that you can take to take your spreadsheets to the next level, such as a Microsoft Access course. You can adapt quickly and safely as your order of business or deadline changes. You can think critically to sort competing requirements and prioritize work appropriately. Example: On your already full record, your boss drops a big bang of chaos. In addition to all the projects you are currently juggling, his brother-in-law must have a huge load of product and he needs it yesterday. You're meeting with your employees to find out who can work overtime. You contact a temporary agency and put in a few contract workers to get it done. This is the all important works well with other job competence. It's not about getting people around or being talked around by more aggressive teammates. It's about being an enthusiastic, balanced, contributing member of the team. For example, one team member treats your meetings like social gatherings, and another is constantly concerned with how stupid the project is. You don't lose your coolness. They simply continue with a positive attitude and continue to forge towards the appointment, with appropriate humour and thank the social butterfly for the constant supply of cupcakes. They treat people with respect, regardless of their purpose and position. Example: From the woman who fills the soda machine in the break room to the CEO of your company, they have a friendly, welcoming behavior. They have respect for their time. You're not trying to corner the CEO with your elevator speech on a day he has a board meeting. They are able to make difficult decisions, even if there is no clear way to the right answer. You communicate your decisions clearly and confidently. You know if you are wrong and you do it. For an example, see Accountability above. (Job skills often overlap.) You are able to communicate the mission, vision and strategic plan of the company in a way that guides and motivates those who report to you. For example, you maintain management behavior using examples. You know the strengths, weaknesses, interests and motivations of the people who report to you. They coach and challenge them accordingly. It is clear that the above-mentioned competences are not entry-level skills. They are management skills, management skills, are the entry-level job versions of them: communication: you talk clearly and appropriately to your boss, colleagues and customers. There are no spelling or grammar errors in The Application. Customer-oriented: They are friendly and helpful with the customers. They strive to meet their needs quickly and correctly. Responsibility: You will appear on time and call if you can't. Professional know-how: You are competent in all areas where you have said that you are on your application and you are interested in learning more. Flexibility: You include changes in policies and procedures without complaining. You take schedule changes in step with a positive setting. Team member: You pull your weight and then some when an employee calls sick. Inclusivity: They treat everyone well and do not take anyone for special or bad treatment. Decision-making: You are able to think on your feet and always make decisions that are in the best interests of the company. We have not taken any leadership here. Although leadership skills can probably be demonstrated at any level of employment, it is a job competence that is most often sought after by companies that hire positions at management level. This touches on the point that competences should never be static. You should develop and mature as you do and how you gain more education and experience. If you're a business owner or manager, you might be wondering how you can rate applicants' job skills before hiring them. The answer is: through carefully crafted interview questions. Here are some examples of a variety of different levels of jobs: as an interviewer who wants to convince an interviewer that you have the work skills they are looking for, you know that it is impossible to prepare for any question of professional competence that could be asked. That's the point. Interviewers are not looking for canned answers. You are looking for honest answers that demonstrate your skills. If you don't have the skills they're looking for, you can't give good answers. (You're also looking for how well you think on your feet and how you articulate your answers.) Rehearsing answers is only a limited help, as there is no way to predict what you are being asked. It is best to follow a few hands like the one below. Then think of half a dozen short stories you can share and use a framework to structure your answers. Here are a few suggestions for answering questions of professional competence during an interview: consider the question carefully. Do not immediately open your mouth to reply. It's okay to get a few moments to think. The interviewer will appreciate that you take the question seriously and think about it. Don't drone on and on, but don't be too short. Go for a happy medium. If you notice that the interviewer's attention is starting to wander, wrap it up quickly. If possible, adapt your answer to one of the company's core competencies. But if not overdo. If there is too much of a stretch, your will sound fake. A useful way to organize your answers to questions of professional competence is called STAR. STAR stands for situation, task, action and result. Here's an example: Interviewer: Describe a time when you were in a no-win situation and what you did about it. Applicant: When I was manager of a women's shoe department, I noticed that a certain pair of boots was returned a lot. Customers complained that they were uncomfortable after about an hour of wearing (situation). I decided to take a good look at the boots (task) and I noticed that about two inches of the inner seams were done with a heavier thread than the rest of the boot. The raised threads rubbed against the legs of the wearer. I called the manufacturer of the boots and asked if they were aware of the problem and if they were willing to take the boots back (action). They weren't, and they weren't. So I found a local shoe shop and made an agreement with them to repair the boots we had in stock for free. In return for the free work, we would make a coordinated donation of the boots to a local women's shelter (result). Now that you know everything about job competence. Here are two final tips. Do not use the term in your RESUME or in an interview. Know what a company's core competencies are before you apply for a job there. You can find out by researching the company. Now take all your great job skills and go they get 'em! em!