

Kaleidoscope- Competence Validation Table

Please rate yourself on the following soft skills and attitudes by circling the score, in the final column, which you think best describes your level in this particular skill; then give an example of how you show/have shown this level of skill/attitude. This competence validation will show you which topics of the Kaleidoscope training programme would be most useful for you. This document is made to help tailor the learning to the individual, using this scoring and reflection system to help identify which areas could be developed.

1= Low	2= Medium	3= Highly rated
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Soft Skills	1	2	3	Your Score	Give an example of how you have shown this level of skill
Creativity – Ability to transcend traditional ideas, rules, pattern, relationship and to create meaningful new ideas, forms, methods and interpretations.	<ul style="list-style-type: none"> Generally looks for patterns and trends. Tends to work best within well-defined parameters and boundaries. Approaches challenges in a structured, logical and routine way. 	<ul style="list-style-type: none"> Considers both traditional and new solutions. Tends to focus on issues that are clearly defined but considers other issues that go outside the normal patterns. Looks for innovative solutions once challenged with a non-traditional problem. 	<ul style="list-style-type: none"> Looks for new relationships, outside the traditional patterns. Usually experiments with new ideas and applications. Recognises non-traditional approaches and is open to new solutions. 	1 2 3	
Critical Thinking- Covers the process of thinking of creative ideas and applying critical thinking to find a solution.	<ul style="list-style-type: none"> Follows a recurrent pattern for analysing and decision-making process. Decisions are based on previous experiences and expectations. 	<ul style="list-style-type: none"> Considers a set of options that may include creative and non-traditional solutions. Evaluates available options considering general criteria of efficiency and effectiveness. Selects based on the criteria and on the familiarity with the solution. 	<ul style="list-style-type: none"> Considers all options available. Evaluates the available options and selects the most relevant considering criteria of efficiency and effectiveness. Selects the best option. 	1 2 3	
Problem Solving- Using generic or ad	<ul style="list-style-type: none"> Deals with problems if they affect own processes or 	<ul style="list-style-type: none"> Contributes with ideas if required once a problem is 	<ul style="list-style-type: none"> Recognises problems and proposes ways of 	1	

<p>hoc methods, in an orderly manner, to find solutions to problems.</p>	<p>tasks.</p> <ul style="list-style-type: none"> Resistant to new approaches on problem solving. 	<p>identified.</p> <ul style="list-style-type: none"> Accepts alternative ways for problem solving once proposed and agreed upon. 	<p>action.</p> <ul style="list-style-type: none"> Confidently contributes with ideas to identified problems. Willing to accept and approach alternative ways proposed by others. 	<p>2 3</p>	
<p>Risk Assessing- Identification, evaluation and estimation of the levels of risk involved in a situation. Determination of an acceptable level of risk.</p>	<ul style="list-style-type: none"> Avoids ambiguity and prefers routine processes. Persists with the regular approach and usual processes/methods. Considers risk unnecessary. 	<ul style="list-style-type: none"> Avoids ambiguity. Recognises the importance of risk-taking to business. Accepts risk-taking after risks are assessed and agreed by others. 	<ul style="list-style-type: none"> Recognises the importance of risk-taking to business. Learns from experiences and applies knowledge to new situations. Takes calculated risks after a reasoned judgment. 	<p>1 2 3</p>	
<p>Confidence and Resilience- Capacity to withstand stress and catastrophe; adapt and overcome risk and adversity.</p>	<ul style="list-style-type: none"> Lacks confidence on own ideas. Prefers to listen to others opinions before sharing his own. Unable to deliver under stress. 	<ul style="list-style-type: none"> Willing to share own ideas if requested. Able to deal with stress and pressure to some extent. Manages failure, drawing lessons for the future. 	<ul style="list-style-type: none"> Recognises own and others value. Promotes knowledge sharing. Copes under pressure. Manages failure, drawing lessons for the future. 	<p>1 2 3</p>	
<p>Negotiation Skills- Capacity to maintain a dialogue</p>	<ul style="list-style-type: none"> Recognises the importance of negotiation. Defines a set of arguments 	<ul style="list-style-type: none"> Develops a line of reasoned argument. Discusses the arguments in 	<ul style="list-style-type: none"> Develops a line of reasoned argument. Tactfully challenges 	<p>1</p>	

<p>between two or more people/parties and intends to reach an understanding, resolution or gain from the dialogue in general.</p>	<p>to convince others.</p> <ul style="list-style-type: none"> Strategically avoids discussing others' opinions. Avoids any kind of concessions. Looks for a winning scenario. 	<p>favour of and against trying to convince others.</p> <ul style="list-style-type: none"> Understands the need to be assertive. Understands the need to make some concessions. Looks for a winning scenario. 	<p>others views.</p> <ul style="list-style-type: none"> Handles objections assertively. Understands the need to make concessions. Defines a win-win agreement. 	<p>2 3</p>	
<p>Communication and public engagement- Ability to communicate complex ideas effectively in a range of formats and to a range of audiences.</p>	<ul style="list-style-type: none"> Prefers to work alone and generally takes decisions without consulting others. Great communication skills if required to present ideas to peers. Fails to engage an audience unfamiliar with the subject. 	<ul style="list-style-type: none"> Works comfortably alone or with others. Shares information and expertise willingly and tries to adapt the communication to the audience. 	<ul style="list-style-type: none"> Encourages others to share ideas and to collaborate. Adapts information to the audience. Masters presentation skills and easily engages the public. 	<p>1 2 3</p>	
<p>Global Mind-set- Capacity to communicate, taking into consideration the</p>	<ul style="list-style-type: none"> Lacks the ability to establish a relationship with different people (e.g. cultural, gender, age, etc.) Ignores the differences 	<ul style="list-style-type: none"> Accepts diversity and makes an effort to understand others perspectives. Recognises the impact of cultural background on the 	<ul style="list-style-type: none"> Welcomes diversity and capitalises on the strengths that different people bring. Recognises the main 	<p>1 2</p>	

<p>specificities of each individual.</p>	<p>inside the organisation.</p> <ul style="list-style-type: none"> Lacks the ability to consider different perspectives (cultural, gender, age, etc.) once analysing new problems / solutions. Thinks within its own academic background. 	<p>organisational climate.</p> <ul style="list-style-type: none"> Respects the differences. Lacks the ability to consider other perspectives (cultural, gender, age, etc.) once analysing new problems / solutions. Thinks within its own academic background. 	<p>characteristics of cultural clusters and how it affects the organisational climate.</p> <ul style="list-style-type: none"> Acts to ensure an inclusive organisation. Considers diversity once looking for new challenges or developing new solutions. Thinks across disciplines. 	<p>3</p>	
<p>Networking- Cultivation of productive relationships for personal, employment or business purposes.</p>	<ul style="list-style-type: none"> Maintains a restricted group of peers with similar background and common professional interests. Collaborates with others upon request. Lacks the ability to deepen contacts and build a network. 	<ul style="list-style-type: none"> Prefers to wait for others to build relationships. Cultivates a diverse group of co-workers and friends. Recognises the importance of building a network for personal and professional goals. 	<ul style="list-style-type: none"> Seeks out and engages with others. Cultivates a diverse group of co-workers and friends. Proactively manages a personal and professional network. 	<p>1 2 3</p>	
<p>Leadership and teamwork- Ability to develop, or inspire, cooperative efforts of a group of people who work</p>	<ul style="list-style-type: none"> Prefers to work individually. If required to work in a team, lacks the ability to share ideas and work cooperatively. Recognises individual successes and failures. 	<ul style="list-style-type: none"> Successfully works on a team. Recognises the advantages of team work. Facilitates all team members' participation and work. Lacks the ability to lead a team. 	<ul style="list-style-type: none"> Highlights the individual efforts and the team achievements. Manages conflict as a privileged generator of ideas to be respected and discussed. 	<p>1 2 3</p>	

<p>together to obtain a desired objective.</p>			<ul style="list-style-type: none"> Challenges all to participate, accepting failure as a step in the process. Inspires and promotes a more conscious leadership role by providing success stories with a focus on organisational leadership and the nurturing of innovation. 		
<p>Project Management- Capacity to plan, organise and control resource to achieve specific goals.</p>	<ul style="list-style-type: none"> Complies with specific activities / tasks of a detailed plan of action. Expects to be monitored and given the set of resources available for a specific project. Focus on specific activities / tasks. 	<ul style="list-style-type: none"> Complies with a detailed plan of action. Understands the importance of managing the resources allocated to a specific project. Focuses on specific activities / tasks. Adapts to changing circumstances. 	<ul style="list-style-type: none"> Organises a detailed plan of action within a log frame. Considers all the required resources to organise and implement a project. Gives the necessary attention to detail without losing the overall perspective. Plans for contingencies. 	<p>1 2 3</p>	
<p>Customer oriented approach; commercialisation- Ability to take customer needs and satisfaction into account.</p>	<ul style="list-style-type: none"> Systematically looks for innovation despite specific market needs. Develops new products and solutions upon own research interests. Lacks the ability to 	<ul style="list-style-type: none"> Systematically foster innovation within a context of global market opportunity. Takes into consideration the target user requirements when developing new products/solutions. 	<ul style="list-style-type: none"> Systematically plans and fosters innovation within a context of global market opportunity. Develops considering the target users. Understands the 	<p>1 2 3</p>	

<p>Ability to transform a product, process or service into an attractive and desirable asset to potential buyers. Ability to protect, add value and transform theoretical research results into products, processes, services or innovative and economically viable forms of technology duly protected by intellectual property rights.</p>	<p>understand the requirements of the product to be placed in the market.</p>		<p>importance of design to commercialisation.</p> <ul style="list-style-type: none"> • Coaches others on how to turn ideas into new or improved products, processes and services. 		
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Attitudes	1	2	3	Your Score	Give an example of how you have shown this level of attitude
<p>Perseverance, self-reliance- Reliance on oneself or one's own powers and resources. Doing</p>	<ul style="list-style-type: none"> • Trust in own strengths is rather weak and constantly gets irritated by new things. 	<ul style="list-style-type: none"> • Trust own strengths and resources is inconstant and sometimes gets confused by new things. 	<ul style="list-style-type: none"> • Has a strong reliance on own strengths and resources. • Move forward despite of the challenges without 	<p>1</p> <p>2</p>	

<p>something despite difficulties or delays in achieving success.</p>			<p>becoming confused</p>	<p>3</p>	
<p>Tolerance for ambiguity- Not to be confused with a love of risks. Willingness to accept an uncertain future. Willingness to give up a corporate work environment and comfortable routines.</p>	<ul style="list-style-type: none"> Gets irritated by uncertainty, avoids risk taking. 	<ul style="list-style-type: none"> Does not love risk taking, but is able to live with uncertainty. 	<ul style="list-style-type: none"> Does not get confused with uncertainty, loves to take risks, is willing to accept uncertainty. 	<p>1 2 3</p>	
<p>Commitment, entrepreneurship- Feel good about what you are doing, but always knowing that more could be done. Not happy with what's at hand because</p>	<ul style="list-style-type: none"> Is happy with the current situation. 	<ul style="list-style-type: none"> Is happy with the current situation, but tries to seek better options. 	<ul style="list-style-type: none"> Is eager to do things better, and strives for better solutions constantly. 	<p>1 2 3</p>	

things could be done better.					
Self-awareness and self-respect- Conscious knowledge of one's own character and feelings.	<ul style="list-style-type: none"> Has challenges in knowing and judging his/her own character. 	<ul style="list-style-type: none"> Is able to somewhat know and judge her own character 	<ul style="list-style-type: none"> Knows and judges her own character very well 	1 2 3	

Reflect on your scores:

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If you scored yourself a 1: The Kaleidoscope training programme has been uploaded onto the Kaleidoscope e-learning platform and is fully accessible to everyone. If you scored yourself a 1 in any of the skills or attitudes, please look to the chart in the other document to see which training modules you need to do in order to develop this specific skill and attitude.

If you scored yourself a 2: Scoring two means you are almost there with this particular aspect! With a little more training you will become more confident with this skill or attitude. Check out the training modules for these particular skills.

If you scored yourself a 3: Fantastic! If you have scored yourself a 3 on any of the skills, this means you feel very confident in your ability! Please have a look at the chart if you wish to continue learning and develop your skills! There is always something new to learn!

