



DETERMINING YOUR PROFICIENCY – COMMUNICATION

Use the descriptions to determine your current and desired level of proficiency

Engagement		
Communication	Collaboration	Leadership
Engaging in dialogue that leads to productive outcomes and points of connection by effectively articulating one's self to individuals within and outside of one's industry or area of expertise.	Developing authentic and mutually beneficial relationships by valuing everyone and taking responsibility for one's role within a team.	Being able to recognize, respect, develop, and capitalize on the unique strengths of individuals from all backgrounds and being an active member in a group that achieves a shared vision.
Level of Proficiency	Description	
Awareness <i>theoretical knowledge</i>	<ul style="list-style-type: none"> Recognizes the benefits and limitations of different communication methods Understands the importance of listening and composing clear messages that include providing ideas and supporting information suitable to different audiences and purposes 	
Basic <i>limited experience</i>	<ul style="list-style-type: none"> Verifies understanding of others' perspectives and considers impact of different communication methods Tailors communication to audience without losing sight of intended outcome 	
Intermediate <i>practical application</i>	<ul style="list-style-type: none"> Uses appropriate and emerging communication methods that foster dialogue and productive outcomes Adapts messages, supporting information, and materials to others' learning styles, languages, cultural backgrounds, and levels of understanding 	
Advanced <i>extensive experience and application</i>	<ul style="list-style-type: none"> Creates comprehensive communication plans resulting in productive outcomes and points of connection Anticipates others' reactions and prepares for questions and counter-arguments when presenting complex or sensitive information within and outside of one's industry or area of expertise 	
Expert <i>recognized for mastery and attainment in all areas</i>	<ul style="list-style-type: none"> Models inclusive communication and assists others in developing strategic communication plans Seeks continual feedback to verify effectiveness and areas for improvement without being defensive 	