

# Competency Chart

The Competency Chart is a tool to help you record and reflect on your Future Ready Talent Framework (FRTF) competency development and demonstration. Identify key skills, abilities and knowledge associated with each competency, and reflect on the evidence to prove you have them. Explore the benefits to using this chart, including how it can help to build competency development goals through the [Develop Your Competency](#) resource.

Remember:

**Skills + Abilities + Knowledge = Competencies**

Explore common skills, abilities and knowledge associated with each competency using the [FRTF Matrix](#).

Competencies	Skills, abilities & knowledge	Evidence I have it
<b>Context-specific skills</b> Acquire and strengthen knowledge and skills relevant to a specific discipline or context.	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>
<b>Information &amp; data literacy</b> Find, evaluate, interpret, synthesize, and use information and data effectively.	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>
<b>Technological agility</b> Assess, select and use technologies to simplify and streamline the work required to reach the desired outcomes. Demonstrate keenness and aptitude for new technologies.	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>
<b>Self-management</b> Act with professionalism, regulating behaviours for task and interpersonal challenges.	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>
<b>Self-assessment</b> Reflect on how one's motivation, strengths and areas of challenge relate to contribution to the workplace. Seek feedback and remain curious and honest regarding one's knowledge, skill and abilities.	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>	<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li><li>•</li></ul>

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Competencies	Skills, abilities & knowledge	Evidence I have it
<b>Lifelong learning &amp; career development</b> Explore relationship between personal values and interests and occupation options. Set career and learning goals. Identify and pursue professional opportunities and connections to help reach goals. Track progress.	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>Communication</b> Articulate thoughts, ideas, and possibilities clearly and effectively in written and oral forms to persons inside and outside the organization. Listen actively and ask questions to empathetically understand other people's viewpoints.	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>Collaboration</b> Share responsibility as a positive team member to solve problems and meet goals.	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>Intercultural effectiveness</b> Seek contributions from, work cooperatively with, and express respect for people from diverse backgrounds and differing organizational perspectives.	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>Innovation mindset</b> Make unconventional or creative connections across industries, contexts, or fields that enable the creation of ideas, approaches and application of technology.	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>Critical thinking</b> Analyze problems critically, evaluate alternatives, and select the best course of action.	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<b>Implementation</b> Structure, coordinate, organize, and successfully complete projects and tasks.	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>