



TESTING FNAME

SCORE: Skills & Competencies Rating Exercise  
Updated as of 2023-06-30

Recommended Courses Summary

Skills

A. Digital Dexterity

- Introduction to Digital Tools
- Advanced Digital Skills for Professionals

B. Legal Project Management

- Legal Project Management Fundamentals
- Managing Legal Risks

C. Business Development

- Market Analysis and Business Strategies
- Advanced Business Development Techniques

Competencies

A. Collaboration & Teamwork

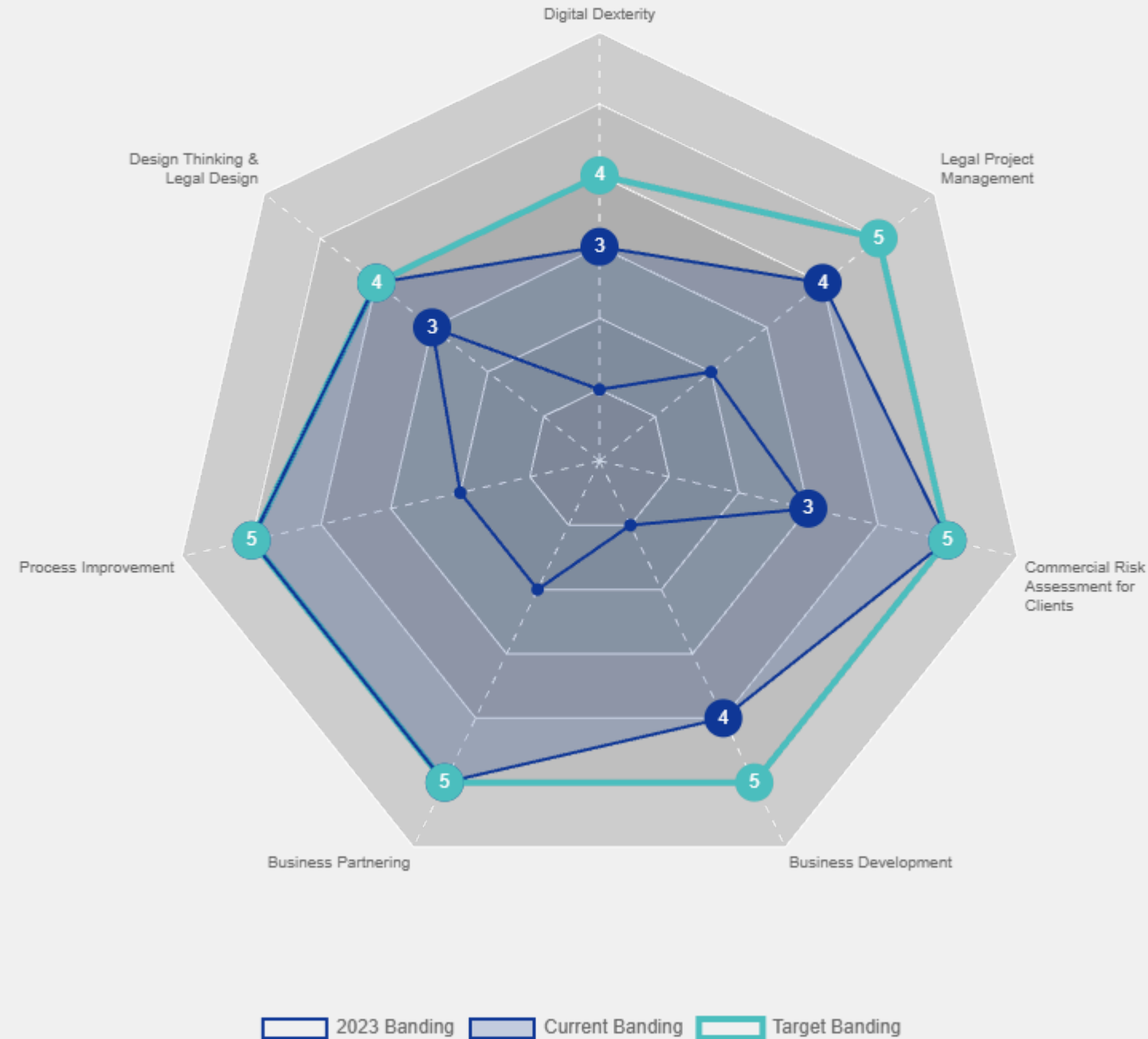
- Team Collaboration in the Workplace
- Effective Communication in Teams

B. Leadership

- Leadership Essentials
- Strategic Leadership Skills

C. Networking

- Networking Strategies for Career Growth
- Mastering Professional Networking



1. Digital Dexterity

2023 Banding: 3 • Current Banding: 4 • Target Banding: 4

✔ Target Banding Achieved

2. Legal Project Management

2023 Banding: 4 • Current Banding: 5 • Target Banding: 6

Legal Project Management	
Requirements	Recommended Courses

Effective management of legal projects, teams, and resources.

Legal Project Management Fundamentals



Managing Legal Risks



### 3. Business Development

2023 Banding: 2 . Current Banding: 3 . Target Banding: 4

#### Business Development

##### Requirements

Understanding of market trends and ability to develop strategies to grow business.

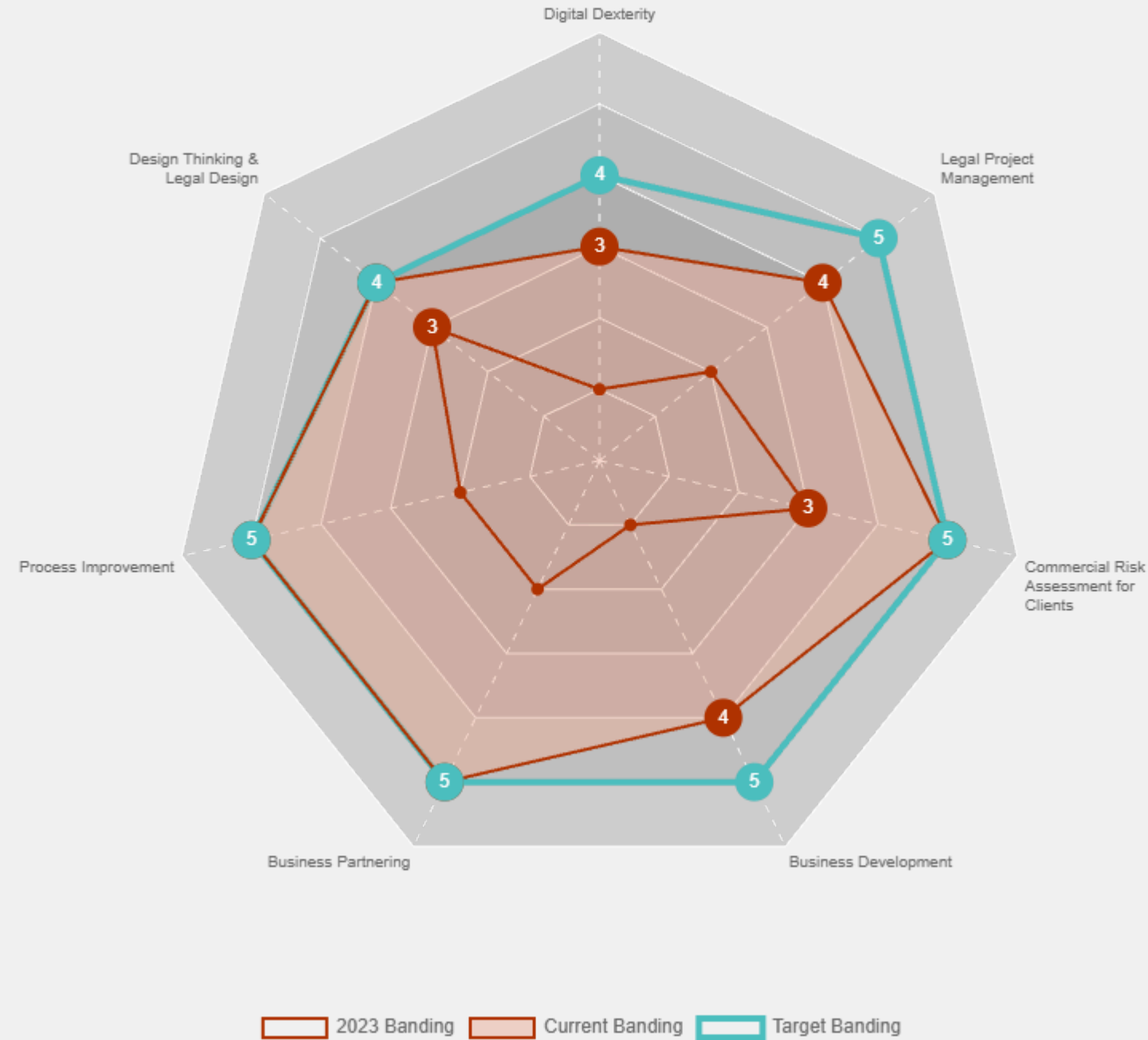
##### Recommended Courses

Market Analysis and Business Strategies



Advanced Business Development Techniques





1. Collaboration & Teamwork

2023 Banding: 5 • Current Banding: 5 • Target Banding: 6

Collaboration & Teamwork

Requirements

Ability to work effectively with others to achieve common goals.

Recommended Courses

- Team Collaboration in the Workplace
- Effective Communication in Teams

2. Leadership

2023 Banding: 4 • Current Banding: 6 • Target Banding: 7

Leadership

Requirements

Inspiring and leading teams towards success, with focus on decision-making and management.

Recommended Courses

- Leadership Essentials
- Strategic Leadership Skills

3. Networking

2023 Banding: 3 • Current Banding: 4 • Target Banding: 5

Networking

Requirements

Building and maintaining professional relationships that benefit career growth.

Recommended Courses

- Networking Strategies for Career Growth
- Mastering Professional Networking

Skill Banding Structure

A. Digital Dexterity

BAND	REQUIREMENTS
1	Basic awareness of digital tools and technologies, with an ability to use them for simple tasks.
2	Ability to effectively use digital tools for routine tasks, with some understanding of their functionalities and integration.
3	Proficient in using digital tools to optimize daily tasks; familiar with multiple tools and how they integrate in a digital workspace.
4	Advanced proficiency in utilizing digital tools for complex tasks, with an understanding of automation and integration across platforms.
5	Expert in integrating and managing multiple digital tools, utilizing them for strategic decision-making and workflow optimization.
6	Thought leader in digital technologies; able to guide and train others, driving innovation and transformation in the digital workspace.

B. Communication Skills

BAND	REQUIREMENTS
1	Able to clearly communicate basic ideas in written and verbal formats, with some awareness of audience and context.
2	Able to convey ideas and information clearly in both written and verbal formats, understanding the importance of tone and clarity for different audiences.

BAND	REQUIREMENTS
3	Skilled in communicating complex ideas effectively; adjusts communication style to suit the audience and context.
4	Expert communicator, able to engage diverse audiences and effectively manage difficult conversations or negotiations.
5	Able to lead communication strategies, influencing key stakeholders and guiding teams through complex projects and discussions.
6	A recognized thought leader in communication, shaping organizational strategies, culture, and aligning teams through effective communication.

## C. Problem Solving

BAND	REQUIREMENTS
1	Able to approach simple problems with standard solutions, using basic critical thinking skills.
2	Able to identify problems and propose logical solutions, using basic analysis and reasoning.
3	Able to tackle complex problems by breaking them down into smaller components and applying structured problem-solving techniques.
4	Proficient at addressing complex and ambiguous problems, with an ability to synthesize information and propose innovative solutions.
5	Able to solve high-impact problems that influence strategic decisions, leveraging advanced problem-solving frameworks and techniques.
6	Recognized as an expert in problem solving, able to guide teams through the most challenging and ambiguous issues, driving organizational change.

## D. Leadership

BAND	REQUIREMENTS
1	Demonstrates basic leadership qualities, including the ability to manage small teams and make decisions for routine tasks.
2	Able to lead teams for more complex projects, taking responsibility for decisions and providing guidance for others.
3	Skilled in leading teams of varying sizes, ensuring alignment to organizational goals and adapting leadership style to meet team needs.
4	Able to lead cross-functional teams, aligning multiple stakeholders and fostering collaboration to drive major initiatives and strategic outcomes.
5	A strong strategic leader, able to lead large teams or departments, develop organizational strategies, and manage complex change initiatives.
6	Visionary leader, able to inspire and drive transformation at an organizational level, influencing culture, and shaping the future direction of the company.

## E. Project Management

BAND	REQUIREMENTS
1	Able to manage basic projects with clear goals, deadlines, and deliverables, using basic project management tools.
2	Capable of managing more complex projects, ensuring deliverables are met within scope, time, and budget constraints.
3	Experienced in managing projects with multiple stakeholders, risks, and changing requirements, while maintaining focus on outcomes.
4	Able to lead large, cross-functional projects, managing project teams, resources, and timelines to deliver strategic business results.
5	Skilled in overseeing a portfolio of projects, with an ability to optimize resource allocation, manage interdependencies, and mitigate risks.
6	A recognized expert in project management, capable of leading large-scale, transformative initiatives and guiding others in advanced project management methodologies.