



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

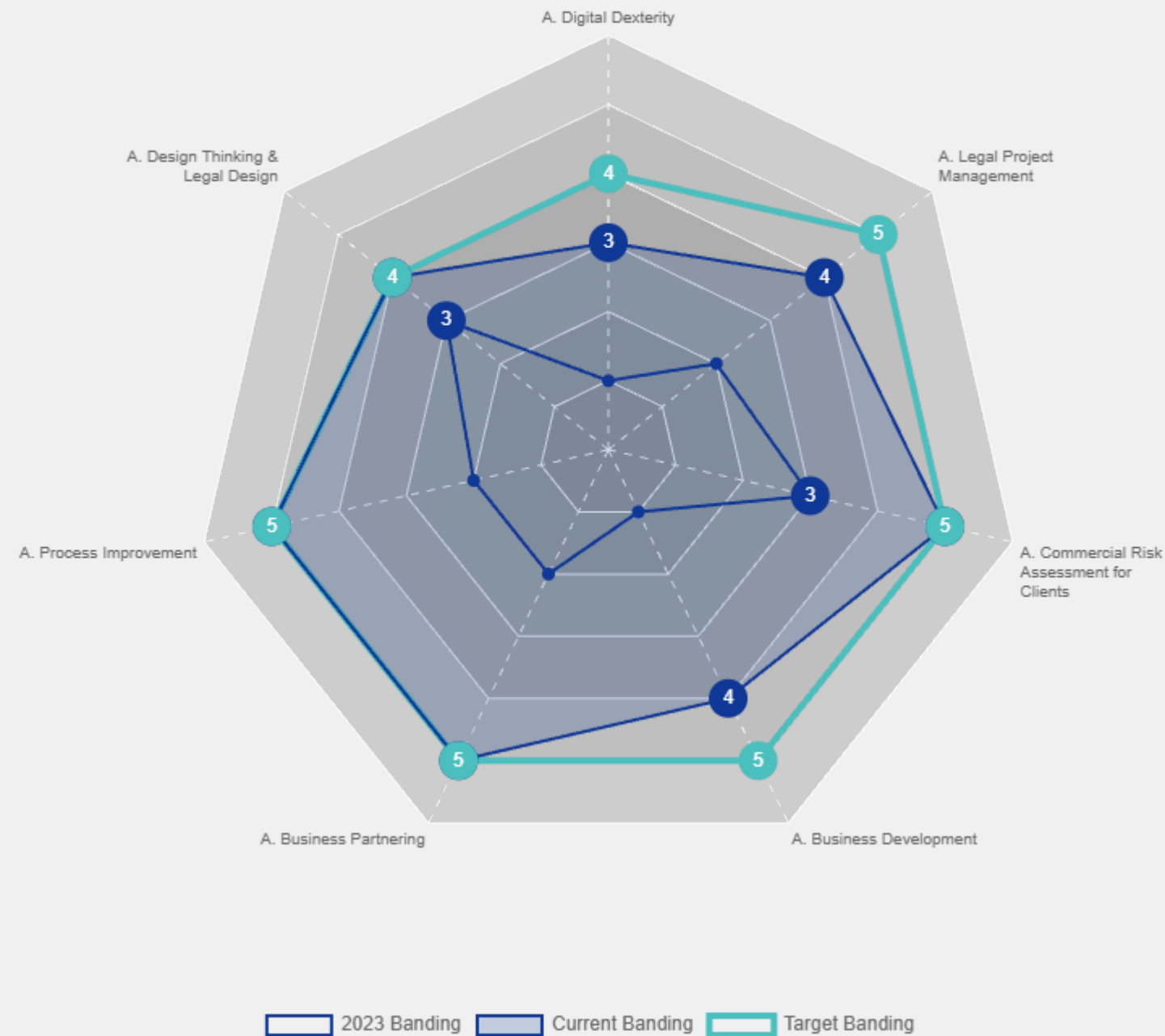
- Team Collaboration in the Workplace
- Effective Communication in Teams

B. Leadership

- Leadership Essentials
- Strategic Leadership Skills

C. Networking

- Networking Strategies for Career Growth
- Mastering Professional Networking



A. Digital Dexterity

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

Digital Dexterity

Requirements

Understanding and utilizing modern digital tools and technologies.

Recommended Courses

- Introduction to Digital Tools
- Advanced Digital Skills for Professionals


B. Legal Project Management

Legal Project Management

Requirements

Effective management of legal projects, teams, and resources.

Recommended Courses

Legal Project Management Fundamentals 

Managing Legal Risks 

C. Business Development

Business Development

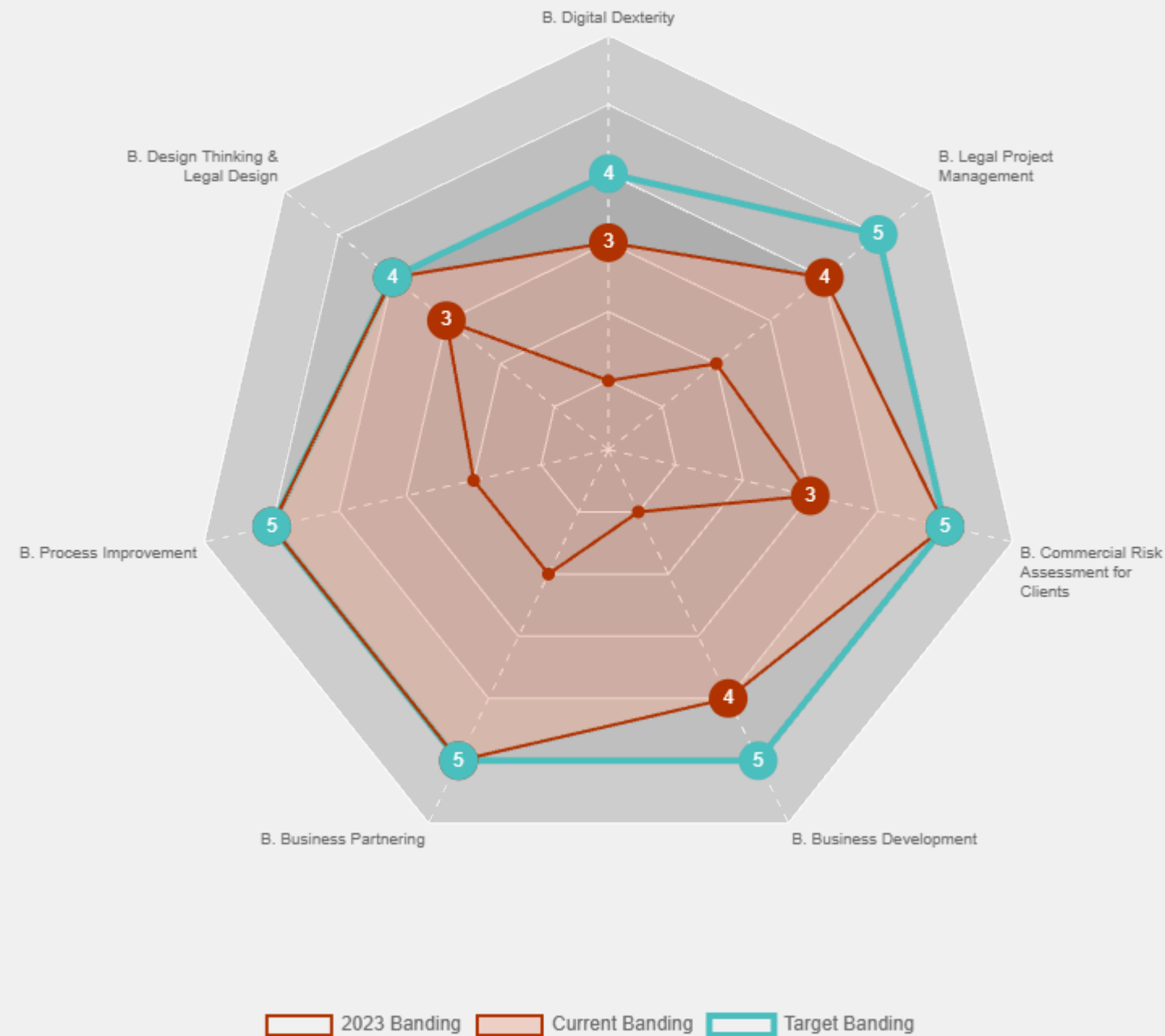
Requirements

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

Recommended Courses

Market Analysis and Business Strategies 

Advanced Business Development Techniques 



A. 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

B. Leadership


Leadership

Requirements

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

Recommended Courses

Leadership Essentials 

Strategic Leadership Skills 


C. Networking


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 2023	Ability to effectively use digital tools for routine tasks, with some understanding of their functionalities and integration.
3 CURRENT	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 TARGET	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.
3 2023	Skilled in communicating complex ideas effectively; adjusts communication style to suit the audience and context.
4 CURRENT	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 TARGET	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.

BAND	REQUIREMENTS
4 2023	Proficient at addressing complex and ambiguous problems, with an ability to synthesize information and propose innovative solutions.
5 CURRENT	Able to solve high-impact problems that influence strategic decisions, leveraging advanced problem-solving frameworks and techniques.
6 TARGET	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 2023	A strong strategic leader, able to lead large teams or departments, develop organizational strategies, and manage complex change initiatives.
6 TARGET ACHIEVED	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 2023	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 TARGET ACHIEVED	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.

Competencies Banding Structure

A. Digital Dexterity

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BAND	REQUIREMENTS
<div>4</div> <div>2023</div>	Proficient at addressing complex and ambiguous problems, with an ability to synthesize information and propose innovative solutions.
<div>5</div> <div>CURRENT</div>	Able to solve high-impact problems that influence strategic decisions, leveraging advanced problem-solving frameworks and techniques.
<div>6</div> <div>TARGET</div>	Recognized as an expert in problem solving, able to guide teams through the most challenging and ambiguous issues, driving organizational change.

D. Leadership

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