

**Introduction**

When preparing a workshop on building a competency map of an employee, a team or the whole organization, several assumptions should be made:

1. the model of such map should combine the aspects of usefulness and reliable analysis of the skills and knowledge of the employee/team;
2. the model should allow for its flexible use by the employer, the team, or the employee themselves, so that it becomes a useful tool for building a structure, increasing the effectiveness at work, motivating teams, or determining the training objectives of the organization;
3. while building the competency map model, it is necessary to pay attention to the type of the organization, industry or team composition due to its cultural diversity or personality types;
4. building a map of competencies should be clear and transparent for the employee/participant of the workshop.

**Competencies**

For the workshop on building the Competence Map, the model from ForFuture website <https://mik.krakow.pl/wspolpraca/wp-content/uploads/2020/06/Mapa_Kompetencji_opis.pdf>

was used, moreover the drawings, as well as the list of 36 most commonly used competences prepared by the authors of the publication were used.

It also turned out that the set of competences can be divided into four main categories, presented in the table (Tab 1. Summary of competences divided into categories):

1. Personal competences
2. Social competence
3. Managerial competence
4. Professional competence

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| --- | --- | --- | --- |
| **SOCIAL COMPETENCES** | **PERSONAL COMPETENCES** | **MANAGERIAL COMPETENCES** | **PROFESSIONAL COMPETENCES** |
| Relationship building | Drive for results (entrepreneurship) | Building an agile organization | Administration/ record keeping |
| Sharing knowledge and experience | Innovation and flexibility | Building teams | Negotiating |
| Identification with the company | Analytical thinking | Delegating | Business orientation |
| Communicativeness | Independence | Motivating | Procedures - knowing and applying |
| Customer orientation | Decision-Making | Strategic thinking | IT skills |
| Team work/cooperation in  a team | Problem solving | Planning | Technical skills |
| Conflict resolution | Conscientiousness / reliability | Leadership | Professional knowledge |
| Cooperation inside the company | Professional development/readiness to learn | Project Management | Process management |
| Influencing | Self-Management | Team management | Foreign language skills |

**Competency map - please specify, what is your current level of competence on a scale from 1 to 10? Mark each competency on the grid (you can draw on paper your own map- example- see below)**.

-Creativity and innovation

-Independence

-Responsibility

-Entrepreneurship

-Business orientation

-Professionalism

-Decisiveness

-Communicativeness

-Ability to cooperate

-Ethical behaviour

-Intelligence

-Personal manner

-Working culture

-Assertiveness

-Leadership

-Motivation

-Emotional intelligence

