Workplace Competencies Matrix

Development Level:
Mid-Level Integrator

Progressive Success Seminar Titles

OPM Human Resource Development (HRD) Competencies:	*Advanced Presentation Skills (Advanced Briefing Techniques, Level 3)*	*Appraisal Counseling and Discpline*	*Coaching and Counseling*	*Creative Meeting Leadership*	*Creative Thinking Techniques*	*Discipline in the Workplace*	*Emotional Intelligence*	*Ethics in the Workplace*	*Human Resource Management for Supervisors*	*Improving Team Dynamics*	*Interviewer Skills*	*Resolving Personality Conflicts*	*Negotiating with Confidence*	*Productive Performance Review*	*Quality Customer Service*	*Team Leader Development*
Technical																
Strategic HR Practices		x	x			x	x		x	x	x	x		x	x	x
HR Systems		x	x			x	x		x	x	x	x		x	x	x
Succession Planning				x												x
Organizational Performance	x	x	x	x	x	x	x	x	x	x	x	x		x	x	x
Outcome Measures	x	x	x	x	x	x	x		x	x	x	x	x	x	x	x
Leadership/Managerial																
Vision					x				x	x						x
Federal Legislative Process								x								
Financial Management																
Budget																
Business Process Reengineering										x						
Leveraging Resources				x	x				x	x	x		x			x
External Awareness	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
OPM Senior Executive Service Leadership Competency Definitions																
Leading Change																
Continual Learning	x				x		x									
Creativity and Innovation	x	x	x	x	x	x	x		x	x			x			
External Awareness	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

Flexibillity	x	x	x	x	x	x	x		x	x			x		x	x
Resilience	x	x		x	x	x	x		x	x			x		x	x
Service Motivation									x	x	x			x	x	x
Strategic Thinking		x	x	x	x		x		x	x			x		x	x
Vision				x	x				x	x						x

Leading People

Conflict Management		x	x	x		x	x		x	x		x	x		x	x
Leveraging Diversity									x	x	x	x				x
Integrity/Honesty	x	x	x			x	x	x	x	x			x			x
Team Building			x	x					x	x	x	x		x	x	x

Results Driven

Accountability	x	x	x	x			x	x	x	x		x	x	x	x	x
Customer Service	x						x		x	x	x	x		x	x	x
Decisiveness		x		x		x		x	x		x					x
Entrepeneurship					x											
Problem Solving	x	x	x	x	x	x	x		x	x	x	x	x		x	x
Technical Credibility																

Business Acumen

Financial Management																
Human Resources Management		x	x	x	x	x	x	x	x	x	x	x		x	x	x
Technology Management	x			x												

Building Coalitions/Communications

Influencing/Negotiating	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Interpersonal Skills	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Oral Communication	x	x	x	x	x		x	x	x	x	x	x	x	x	x	x
Partnering		x	x	x		x	x			x	x					
Political Savvy				x	x					x						
Written Communication	x	x	x	x	x	x	x	x	x	x	x	x	x	x		x