

## Behavioral Skills Worksheet

### Step 1: Identify “Must Have” Behavioral Skills

#### Behavioral Skill Examples:

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| <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Communication:</b> The ability to convey information, thoughts, and ideas clearly and effectively, both verbally and in writing.</li> <li><input type="checkbox"/> <b>Empathy:</b> The capacity to understand and share the feelings and perspectives of others, showing compassion and support.</li> <li><input type="checkbox"/> <b>Adaptability:</b> Being flexible and open to change, and the ability to adjust to new circumstances and environments.</li> <li><input type="checkbox"/> <b>Problem-Solving:</b> The skill to identify, analyze, and find solutions to challenges and issues in a systematic manner.</li> <li><input type="checkbox"/> <b>Decision-Making:</b> The ability to make well-informed choices by evaluating options and considering consequences.</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Teamwork:</b> Collaboration and effective cooperation with others in a group or team setting to achieve common goals.</li> <li><input type="checkbox"/> <b>Conflict Resolution:</b> The skill to address and resolve disagreements and conflicts in a constructive and peaceful manner.</li> <li><input type="checkbox"/> <b>Creativity:</b> The capacity to think innovatively and generate unique ideas and solutions.</li> <li><input type="checkbox"/> <b>Stress Management:</b> Techniques and strategies to handle and reduce stress in challenging situations.</li> <li><input type="checkbox"/> <b>Cultural Sensitivity:</b> Awareness and respect for the values, beliefs, and practices of people from diverse cultural backgrounds.</li> </ul> |
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#### Rubric Example:

TEAMWORK		
<p style="text-align: center; margin: 0;"><b>BUDDING</b></p> <ul style="list-style-type: none"> <li>Struggles to work collaboratively with other teammates, and may avoid such work altogether in preference to work in one’s own independent style.</li> <li>Avoids taking on tasks or responsibilities for team projects</li> <li>May acknowledge some of the work of others but could over-communicate about one’s own accomplishments.</li> </ul>	<p style="text-align: center; margin: 0;"><b>BLOOMING</b></p> <ul style="list-style-type: none"> <li>Offers to take on tasks or responsibilities for shared work</li> <li>Shares credit and lifts up the accomplishments of teammates.</li> <li>Can work with teammates to outline different responsibilities so that everyone’s workload is appropriate.</li> <li>Actively participates in team meetings and communication.</li> </ul>	<p style="text-align: center; margin: 0;"><b>PROPAGATING</b></p> <ul style="list-style-type: none"> <li>When leading a team, is able to delegate expertly and plan out communications so that everyone feels included appropriately.</li> <li>Can skillfully navigate shared work assignments not only for oneself but also for others by advocating for their teammate’s time.</li> <li>Communicates expertly and consistently with all teammates.</li> </ul>
<p><b>SIGNS OF FERTILE GROUND</b></p> <ul style="list-style-type: none"> <li>Reaches out to others to get to know them</li> <li>Asks for help</li> </ul>		

#### Your Behavior Skill:

Your Behavior Skill		
<b>BUDDING</b>	<b>BLOOMING</b>	<b>PROPAGATING</b>
<p><b>SIGNS OF FERTILE GROUND</b></p>		

## Step 2: Interview for “Must Have” Behavioral Skills

### Adaptability Questions/Scenarios

Behavioral Based Question <i>“Tell me about a time when...”</i>	Scenario or Project <i>How can you see this skill in action</i>
<ul style="list-style-type: none"> <li>Tell us about a situation in which you had to adjust to changes over which you had no control. How did you handle it?</li> <li>Give me an example of when you initiated a change in process or operations in response to customer feedback.</li> </ul>	<ul style="list-style-type: none"> <li>It’s the night before a major outdoor climbing event you’ve been planning, and you get an alert that there’s a major storm in the forecast. Talk me through your course of action after receiving that information</li> </ul>

Your Behavioral Skill: \_\_\_\_\_

Behavioral Based Question <i>“Tell me about a time when...”</i>	Scenario or Project <i>How can you see this skill in action</i>

## Step 3: Train for “Must Have” Behavioral Skills

Your Behavioral Skill: \_\_\_\_\_

What does your organization already do that supports growth in this skill?	What is missing that your organization could start providing?	What might you stop doing that doesn’t support “must-have” skills?

## Step 4: Evaluate for “Must Have” Behavioral Skills

### Draft Your Behavioral Skill Evaluation Plan:

Component	Your Plan
What method will be used for behavioral skill evaluation?	
Who will manage the process?	
On what frequency will evaluations be conducted?	

