



Individual Competence Profile

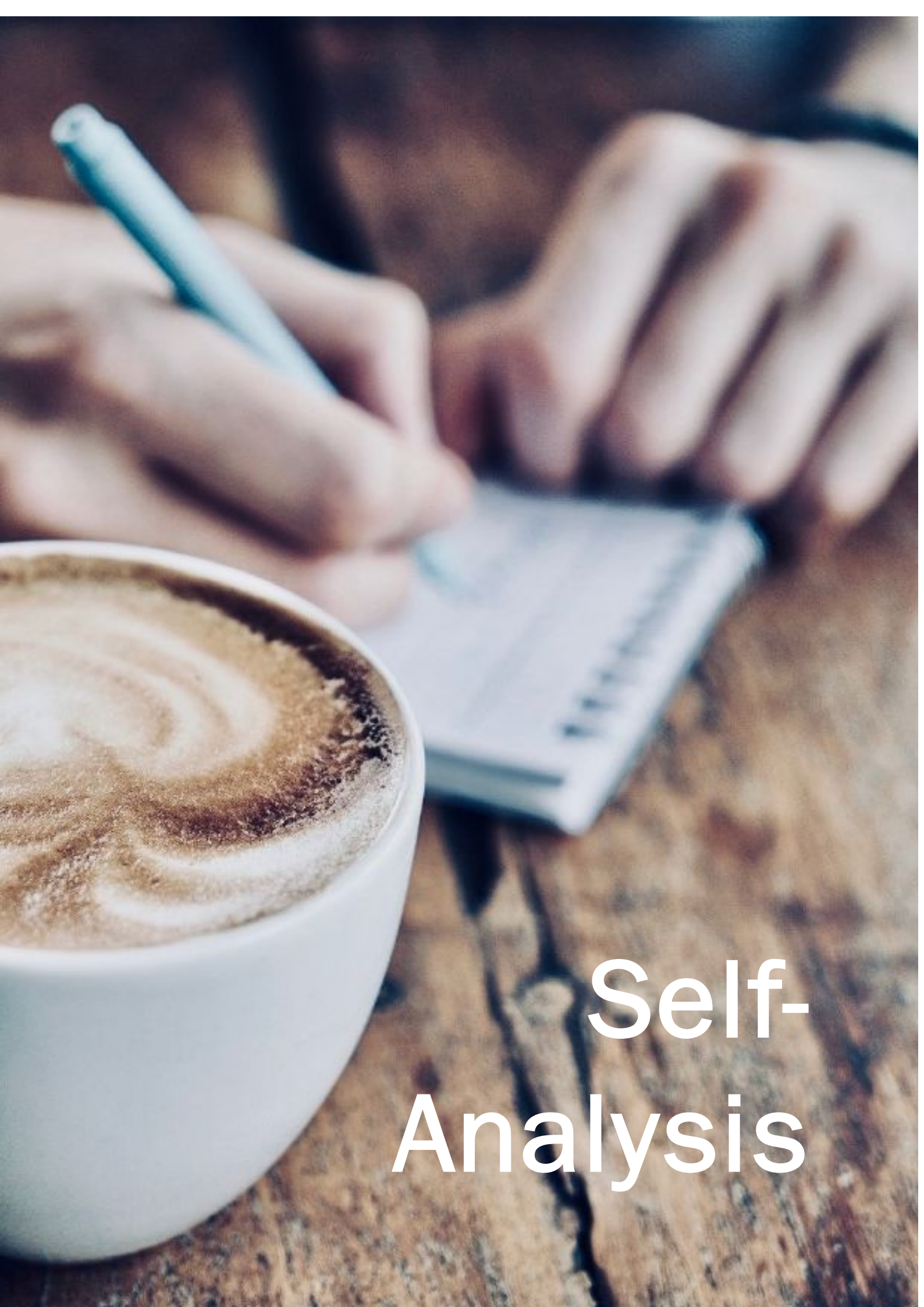
DynaMENT Program 2021/22

Workbook

Online-Workshop December 15 th, 2021

INVENTORY

SELF ANALYSIS	03
My personal and professional Skills	04
Trigger Questions on Skills	05
My Fields of Knowledge	07
Inspirational Questions	08
Analysis of Achievements	10
Feedback I received from other	14
List of Transferable Skills (generic)	15
List of Transferable Skills (academia)	18
My 5 – 7 Most Important Skills	20
Specifying My Favorite Skills	21
Visualization	22
My LinkedIn Profile	23
Identifying My Belief-Systems	25
Rephrasing My Belief-Systems	26
Mission Possible	27
The Trainer	29



Self-Analysis

My Personal and Professional Skills

Which of your skills do you use every day? Which ones once in a while?

Activities in my daily business (Now and in the past)	
Special tasks, activities in special projects, substitute activities (....)	
Other fields and challenges I have or had to deal with	

Trigger-Questions on Skills

Please reflect well on the following questions, but – at the same time – try to include your gut instinct and answer intuitively

What do you think you do very well? And what do you really enjoy doing?

For which skills do you frequently receive positive feedback?

What do you do better and more easily than other people? What seems to come natural to you?

When / in which situations do others call on you for help?

Are you sometimes surprised or irritated when other people are not able to do certain things?

Which skills do you like to teach other people?

Are there activities that sometimes make you forget everything around you?

What did you love to do when you were a child?

My Fields of Knowledge

Which Fields und Topics have I dealt with in my life so far?

In my current / recent jobs or roles	
In university, in education	
In trainings, workshops, classes	
On congresses, conferences, symposia and other events	
In magazines, special journals and literature	
In my free time (hobbies, personal interests, clubs, voluntary work, family)	

Inspirational Questions

on your core interests

**Take some time to reflect on the following questions.
Try to come up with 2 topics or more for each question.**

What are the topics you know a lot about – from the past or present? Which topics would you consider your expert fields?

Which topics do you have a peculiar interest in? Are there topics that energize you every time?

What are the topics you can talk or write about well?

What are the topics you like or even love to read about in magazines and books?

You are organizing a big event/exhibition or a congress. Which topic or headline would you propose (you don't have to be an expert in the topic, just be inspired by it)?

What do you find most touching in our society? What do you really dislike in our society, culture, country, or life style?

„If you miss something in this world, bring it to the world!“ – Bernd Schmid -

If you were a blogger, what would you blog about?

What keyword or subject/ field should be associated with you?

Analysis of Achievements

Try to think of 5 – 10 achievements, which you would consider a personal success.

It could be things you have achieved...

- ... in your **current role** / or in **previous jobs**,
- ... in **university / education**, that you are proud of,
- ... in your **personal life**, if they could be of any relevance for your profession,
- ... **by yourself** or something you have realized in a **team**,
- ... in **long-term projects** or things that were **single incidents**.

Success 1

1. Initial Situation / Problem / Challenge:

2. Activity – which concrete steps have you taken or initiated?

-
-
-
-

3. The Result of your actions (in quantity / quality):

4. Which Competencies or Skills can be derived from this incident:

-
-
-
-

Success 2

1. Initial Situation / Problem / Challenge:

2. Activity – which concrete steps have you taken or initiated?

-
-
-
-

3. The Result of your actions (in quantity / quality):

4. Which Competencies or Skills can be derived from this incident:

-
-
-

Success 3

1. Initial Situation / Problem / Challenge:

2. Activity – which concrete steps have you taken or initiated?

-
-
-
-

3. The Result of your actions (in quantity / quality):

4. Which Competencies or Skills can be derived from this incident:

-
-
-

Success 4

1. Initial Situation / Problem / Challenge:

2. Activity – which concrete steps have you taken or initiated?

-
-
-
-

3. The Result of your actions (in quantity / quality):

4. Which Competencies or Skills can be derived from this incident:

-
-
-

Success 5

1. Initial Situation / Problem / Challenge:

2. Activity – which concrete steps have you taken or initiated?

-
-
-
-

3. The Result of your actions (in quantity / quality):

4. Which Competencies or Skills can be derived from this incident:

-
-
-

Success 6

1. Initial Situation / Problem / Challenge:

2. Activity – which concrete steps have you taken or initiated?

-
-
-
-

3. The Result of your actions (in quantity / quality):

4. Which Competencies or Skills can be derived from this incident:

-
-
-

Success 7

1. Initial Situation / Problem / Challenge:

2. Activity – which concrete steps have you taken or initiated?

-
-
-
-

3. The Result of your actions (in quantity / quality):

4. Which Competencies or Skills can be derived from this incident:

-
-
-

Feedback I received from others:

List of Transferable Skills (generic)

COMMUNICATION Skills

Communicating	Mentoring	Reporting	Telling
Editing	Promoting	Representing	Translating
Explaining	Proofreading	Responding	Understanding
Informing	Providing	Selling	Verbalizing
Interpreting	Publicizing	Sharing	
Lecturing	Reading	Speaking	
Listening	Relating	Talking	

CREATIVE Skills

Acting	Drawing	Interpreting	Publicizing
Composing	Expressing	Inventing	Rendering
Conducting	Founding	Modeling	Shaping
Creating	Generating	Originating	Showing
Designing	Illustrating	Painting	Singing
Detailing	Imagining	Performing	Sketching
Developing	Improvising	Photographing	Symbolizing
Displaying	Initiating	Playing	Writing
Dramatizing	Innovating	Printing	

HELPING AND TEACHING Skills

Advising	Guiding	Processing	Teaching
Coping	Helping	Referring	Tending
Counseling	Instructing	Rehabilitation	Training
Empathizing	Mediating	Resolving	Tutoring
Giving	Offering	Serving	

MANAGEMENT AND LEADERSHIP Skills

Addressing	Heading	Negotiating	Recruiting
Arbitrating	Implementing	Ordering	Separating
Coaching	Influencing	Overseeing	Supervising
Consolidating	Informing	Persuading	Team Building
Controlling	Inspiring	Piloting	Umpiring
Coordinating	Instituting	Planning	Unifying
Deciding	Integrating	Prescribing	Uniting
Devising	Interviewing	Presenting	Upgrading
Directing	Judging	Programming	
Diverting	Leading	Protecting	
Enforcing	Managing	Recommending	

ORGANIZATIONAL AND FINANCIAL Skills

Administering	Defining	Logging	Retrieving
Arranging	Detailing	Manipulating	Reviewing
Auditing	Dispensing	Monitoring	Schedule
Budgeting	Distributing	Organizing	Selecting
Calculating	Estimating	Preparing	Sorting
Checking	Filing	Projecting	Summarizing
Classifying	Financing	Purchasing	Supplying
Collecting	Gathering	Raising	Systematizing
Compiling	Inventorying	Reconciling	Transcribing
Computing	Keeping	Recording	Typing

RESEARCH Skills

Analyzing	Disproving	Interpreting	Researching
Ascertaining	Dissecting	Intuiting	Solving
Assessing	Evaluating	Learning	Studying
Charting	Examining	Observing	Synergizing
Conceptualizing	Experimenting	Predicting	Synthesizing
Detecting	Formulating	Problem Solving	Testing and Proving
Determining	Hypothesizing	Processing	Troubleshooting
Diagnosing	Identifying	Questioning	Weighing
Discovering	Inspecting	Reasoning	

TECHNICAL and HAND USING Skills

Assembling	Extracting	Making	Sewing
Building	Fixing	Operating	Treating
Conserving	Handling	Producing	Washing
Constructing	Installing	Repairing	
Digging	Lifting	Setting	
Driving	Maintaining	Setting Up	

OTHER Skills

Achieving	Expanding	Obtaining	Taking Instructions
Adapting	Following	Perceiving	Traveling
Anticipating	Getting	Realizing	Understudying
Attaining	Having Responsibility	Receiving	Undertaking
Completing	Improving	Reducing	Using
Delivering	Increase	Remembering	Utilizing
Eliminating	Memorizing	Risking	Winning
Establishing	Navigating	Sensing	Working

List of Transferable Skills (academia)

Analysis & Problem-Solving

- Define a problem and identify possible causes
- Comprehend large amounts of information
- Form and defend independent conclusions
- Design an experiment, plan, or model that defines a problem, tests potential resolutions and implements a solution

Interpersonal & Leadership Skills

- Facilitate group discussions or conduct meetings
- Motivate others to complete projects (group or individual)
- Respond appropriately to positive or negative feedback
- Effectively mentor subordinates and/or peers
- Collaborate on projects
- Teach skills or concepts to others
- Navigate complex bureaucratic environments

Project Management & Organization

- Manage a project or projects from beginning to end
- Identify goals and/or tasks to be accomplished and a realistic timeline for completion
- Prioritize tasks while anticipating potential problems
- Maintain flexibility in the face of changing circumstances

Research & Information Management

- Identify sources of information applicable to a given problem
- Understand and synthesize large quantities of data
- Design and analyze surveys
- Develop organizing principles to effectively sort and evaluate data

Self-Management & Work Habits

- Work effectively under pressure and to meet deadlines
- Comprehend new material and subject matter quickly
- Work effectively with limited support and supervision

Written & Oral Communication

- Prepare concise and logically-written materials
- Organize and communicate ideas effectively in oral presentations to small and large groups
- Write at all levels - brief abstract to book-length manuscript
- Debate issues in a collegial manner and participate in group discussions
- Use logical argument to persuade others
- Explain complex or difficult concepts in basic terms and language
- Write effective grant proposals

My 5 – 7 Most Important Skills

Which 5 Key-Competencies **emerge again and again**?

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

Specifying My Favorite Skills

Try to figure out, which objects your favorite skills should apply to.

Example:

“Teaching” as a skill: What would you like to teach? And who would be your audience?

Talents and Skills	Objects
1.	
2.	
3.	
4.	
5.	

Visualization Of My Skills



My Professional LinkedIn Profile

Your LinkedIn profile is the first professional impression that you are offering to the 500-million people who are currently using the LinkedIn platform.

1. Have a high-quality, professional-style profile picture.

A non-existent or bad profile picture is a definite way to have your contact requests denied or ignored. Having no picture or a picture of something that is not you, makes your profile look fake. It is a question of trust. Somebody you don't know will not connect with you if they cannot see the real you.

You need a good photo before you reach out to people for connecting for whatever reason - if you expect to get good responses or responses at all.

Profiles with a photo receive 21-times more views and 36-times more messages than profiles without a photo (*LinkedIn*). Your profile picture should look both friendly and professional. You should be wearing business attire or at least "business casual" - depending on our target job.

You should put some sincere effort into this photo, just like you do for the other parts of your job search. Spending some money on a good photographer can be a very good investment at this point of your career.

Your photograph needs to be open and inviting, so a smiling or at least friendly picture would be the best choice. You want to look confident, bright and approachable. You need to look like someone who would be great to work with.

2. Write a headline that describes in a few words who you are professionally.

If your headline on LinkedIn is "Postdoc or Graduate Researcher at xyz University" you already may have lost a good chance for succeeding.

Your headline should be smart, reflective and personal. It should contain the words that are associated with your pursued professional future.

Even if you are still not sure about the exact position or job you are looking for, you still need to update this headline to something that fits your current professional goals on a general level.

You could start by including a few items in your headline, and then gradually modify them as you learn and understand what positions you want to target.

For the most basic headline include: the field you are in right now, your most important or highly rated transferable skill, and possibly something that humanizes you — such as a hobby or personal passion. Here are a few examples to help you create your individual headline:

Science Communicator - Relationship Builder - Rock Climber.

Experienced Chemist - Peptide Expert - Team Player - Dog Lover

Project Manager - Exceptional Problem Solver - Classical Pianist

It can take some time to nail down the right combination of key words describing you best in a very short way. You may start with a longer version and then bringing it down to its essence in the process.

3. Write a professional summary that is engaging and personal

The summary section on your LinkedIn profile is not a place to rewrite your résumé. Don't use copy & past from your CV.

This section of your profile is something that anyone will see. So, the idea of this part of your profile is to explain “who you are” in an open and attractive way.

Write this part of your profile in the first person, as if you are talking to the reader.

Think of this section of your LinkedIn profile as something similar to your elevator pitch. Introduce yourself, explain shortly what you do, what you are passionate about, and what you want to accomplish. The summary should sound somehow exciting and the reader should feel the energy of the person behind those words.

Give a reason for the reader to continue reading your profile, and a reason to say yes to your contact request.

Identifying My Belief-Systems

Definition: Your belief-system is what causes you to think and feel the way you do. Your belief-system determines your courage, fears and behaviors. You only need to examine your life to see your belief-system at work, as reflected in your level of success, your health, wellbeing and the quality of your relationships.

Your belief-system is your "auto-pilot" — the beliefs you hold and the "facts" you automatically take for granted.

My negative Belief-System concerning **"Self-Marketing"**:

-
-
-
-

What **price** do I **pay**, if I hold on to these beliefs?

How do I **benefit** from holding on to these beliefs?

"Between stimulus and response there is a space.

In that space is our power to choose our response."

Viktor Frankl

Rephrasing My Belief-Systems

Please try to reformulate 3 (or more) of your negative beliefs regarding „Self-Marketing “.

Convince Yourself: Why is this Belief NOT TRUE? Find **Counterevidence!**

Example: *“Nobody is ever really listening to me”. OR: “I am just to shy to speak my mind”*

Rephrased: *“If something really matters to me, I am more and more successful in making myself heard. Practice and good preparation will help.”*

Negative Belief 1:

Rephrasing:

Negative Belief 2:

Rephrasing:

Negative Belief 3:

Rephrasing:

Mission Possible

Which goal do you want to reach now regarding your personal development?

- **Milestone-planning:** how will you know at different times that you are still on your way and still in good time for your plan?
- What kind of **support** do you need? What will be helpful on the way?
- Who could you ask for what kind of support? Who could be a **network partner**?

- What will the **challenges** be on your way? How will you deal with them?
- What makes you **believe in yourself**? What makes you think you can reach your goal?
- What do your results mean to you in considering **practical next steps**?

THE TRAINER

Jutta Schwarz holds a degree in German law and started her career as a lawyer for employment law in a fast-growing IT- company in Frankfurt/Main. She then moved to the position of a Head of Human Resources with strong focus on recruitment and employee development.

Starting her own business in 2003, she has since then been supporting industrial companies (e.g., AIRBUS, Unilever, Daimler AG, Telekom, ESA/ESTEC) as an international business consultant, trainer and certified systemic coach in the field of innovation, leadership development, communication and others.

Jutta's personal mission as an experienced career counsellor for individuals and groups is to help to transform peoples (professional) lives to make them more successful and fulfilling. She is conducting workshops and coaching in academia (e.g. Universities of Hamburg, Göttingen and Kassel), delivering knowledge and methods in the fields of career orientation, job-hunting, the hidden job-market, social media, networking, (salary-) negotiation, work-life balance and others.

She is working as an author and expert advisor for print and online media and has numerous publications in these. In 2017, she published her first book „Wiedereinstieg in den Beruf“ (Haufe Verlag).

Jutta is married and lives with her husband and their two children in Hamburg.



<http://www.juttaschwarz.de>