




The Model of Vocational Competencies

Definitions of soft competences

<http://www.biurokarier.umk.pl/model-kompetencji-zawodowych>

	ASSERTIVENESS	<ul style="list-style-type: none"> expressing of one's own opinions and needs in a manner, which does not interfere with other people's rights or feelings, including, in particular, the ability to defend one's own interests and, at the same time, maintain good relations with colleagues, customers etc
	TAKING RESPONSIBILITY	<ul style="list-style-type: none"> readiness to take personal responsibility for realisation of tasks and duties entrusted as well as incur consequences of one's own or a team's work, including both positive and negative consequences
	BUILDING RELATIONS	<ul style="list-style-type: none"> establishment, shaping and maintaining of positive interpersonal relations satisfactory for all parties
	AIMING AT DEVELOPMENT	<ul style="list-style-type: none"> constant acquisition of new knowledge and experience and willingness to improve on a continuous basis and implement positive changes in one's own career
	DELEGATION	<ul style="list-style-type: none"> delegating responsibility for both routine and standard tasks to employees as well as information, means and authorisations necessary for realisation of the same
	FLEXIBILITY	<ul style="list-style-type: none"> quick and prompt change of conduct in response to changing conditions as well as maintenance of the high level of a given tasks during changes
	COMMUNICATIVENESS	<ul style="list-style-type: none"> effective communicating by conveying one's own thoughts in a manner comprehensible to other people as well as careful and active listening to other people's statements, both oral and written
	CREATIVENESS	<ul style="list-style-type: none"> using creative thinking in order to improve the existing solutions or initiate new solutions as well as propagate and realise new ideas
	MOTIVATING OTHERS	<ul style="list-style-type: none"> skilful motivating of colleagues to increase their efforts and achieve targets
	ANALYTICAL THINKING	<ul style="list-style-type: none"> perceiving of numerous aspects of reality, effective work with a lot of information, perceiving of relationships and drawing reliable conclusions from data

		available
	FOCUS ON BUSINESS	<ul style="list-style-type: none"> searching for business opportunities and making decisions connected with risk and oriented on profitability of undertakings on the basis of the current knowledge about the market, competition and calculated risk
	STRESS TOLERANCE	<ul style="list-style-type: none"> acting effectively in hard conditions (heavy workload, conflict, high requirements)
	ORGANISATION OF WORK	<ul style="list-style-type: none"> managing one's own time and organising one's own work in a planned and systematic manner, which makes it possible to achieve targets
	FOCUS ON TARGET	<ul style="list-style-type: none"> persistent aiming at a company's targets by realisation of individual targets (title) and achieving best results by planning, constructive approach to problems and searching for opportunities to exceed targets
	FOCUS ON CUSTOMER	<ul style="list-style-type: none"> awareness and understanding of customers' needs and fulfilling as well as exceeding of their expectations. If necessary, active searching for and acquisition of new customers for a company
	PLANNING AND COORDINATION	<ul style="list-style-type: none"> clear setting of priorities and tasks for all team members and consistent coordination of the same by dividing complex tasks into stages, determining of needs as well as ensuring of adequate means and support in realisation
	TEAM WORK	<ul style="list-style-type: none"> establishing and maintaining of long-term and fruitful cooperation with other employees
	PROFESSIONAL ATTITUDE AND ETHICS	<ul style="list-style-type: none"> building of one's own and company's reliability by undertaking activities, which comply with one's own ethic standards and company's ethic standards as well as accepted standards of work
	SELF-RELIANCE	<ul style="list-style-type: none"> ability to achieve agreed targets on one's own, including, making necessary decisions
	CONSCIENTIOUSNESS AND PRECISION	<ul style="list-style-type: none"> focusing on best performance of a given activity, taking care of details and high effects of work (products, services etc.)
	LEARNING AND TRAINING	<ul style="list-style-type: none"> readiness and ability to convey one's knowledge to others in an effective manner as well as share one's experience with others

	<p>PERSISTENCE AND CONSISTENCY</p>	<ul style="list-style-type: none"> • timely and consistent realisation of tasks entrusted, including difficult and monotonous tasks
	<p>COMMITMENT</p>	<ul style="list-style-type: none"> • activeness and showing one's initiative, determination to overcome difficulties and readiness to sacrifice, if necessary
	<p>TEAM MANAGEMENT</p>	<ul style="list-style-type: none"> • creation and management of teams, understanding of their needs and motivating them for most effective activities