

Our skills and competencies are often at the root of what makes us effective in our jobs.

Having a sense of what you are good at is important to your career management. However, it is key to also be able to articulate their importance in being successful in your role and how you demonstrate them. This is sometimes referred to as evidence based practice. The more evidence you have to suggest you are 'good' at something, the better.

Some of the things that you are particularly skilled at will have greater importance. For example, an underwriter may not be required to give presentations that often; but, for someone in business development, it is virtually an essential skill.

**The Career Map for your current and/or identified future roles on the mycareer website will likely be very helpful in this process.*

Where are you at with skills and competencies?

This activity helps you to take stock of where you are in your development of some common skills and competencies required in various roles across the insurance career spectrum.

You will also have a chance to reflect on ways you demonstrate some of the core competencies in your role and opportunities for continued development.

Identify: a) which phase of skill development is required in your current role and b) the phase of skill development you are in, for each of the following using this scale:	Indicate the importance of each of these skills and competencies in relationship to your current role using this scale:
(1) Developing/Not Yet Applicable	(1) Not at All Important
(2) Foundation	(2) Somewhat Important
(3) Building	(3) Important
(4) Enhancing	(4) Very Important
(5) Mastery	(5) Extremely Important

Phase of Skill Development

(both 'Required' and 'Current' phase in your role)

- | | |
|------------------------------|--------------|
| 1) Developing/Not Applicable | 4) Enhancing |
| 2) Foundation | 5) Mastery |
| 3) Building | |

Importance

- | | |
|-------------------------|------------------------|
| 1) Not at all important | 4) Very Important |
| 2) Somewhat important | 5) Extremely Important |
| 3) Important | |

SKILL/COMPETENCY	REQUIRED PHASE	CURRENT PHASE	IMPORTANCE
Client Service			
Relationship Building			
Teamwork/Collaboration			
Financial Acumen			
Negotiation			
Presentation			
Time Management			
Adaptability/Flexibility			
Creativity			
Analysis			
Critical Thinking			
Leadership			
Problem Solving			
Decision Making			
Industry Engagement			
Communication			
Interpersonal Skills			
Use of Technology			
Insurance Acumen			
Strategic Thinking			
Project Management			
Data Analytics/Modeling			
Technical/Specialized Knowledge			
Innovation			
Priority Identification & Management			
Influencing/Persuasion			

Opportunity for further reflection

Are there any examples where there is disparity between what is required in your role, what you perceive yourself to be competent in, and the importance factor in your role?

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What does this disparity suggest to you? What actions will you take?

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Understanding your core skills and competencies

Identify the skills and competencies where you rated a Required Phase AND Importance of 3 or more. These can be considered amongst the core skills and competencies that are needed to excel in your current role.

If this list is more than 5, you will want to try to pare it down further by:

- Increasing the baseline to Skills and Competencies where you ranked Required Phase AND Importance at 4 or more
- Considering the Skills and Competencies you use the most frequently in your role.
- Asking a trusted colleague/mentor their thoughts on the Top 5 Skills and Competencies required in your role

You will want to validate your assessment against your job description, any tools that your HR Team or Manager might be able to share with you, and the relevant Career Maps on the **mycareer** site.

List the Top 5 core skills and competencies you identified here:

1.
2.
3.
4.
5.



How do you demonstrate competencies and skills?

Next, for each of these skills and competencies, identify ways that you currently demonstrate it and opportunities for continued development.

Remember, opportunities for continued development could include taking further courses (e.g. towards your Chartered Insurance Professional (CIP) or perhaps an offering from the Management Development Series, or training through your company), practising on the job (either through your core responsibilities or stretch assignments), or even in your volunteer roles outside of work or through industry engagement.

1. Core Skill/Competency:

I have demonstrated this skill/competency in the following ways:

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I could further develop this skill/competency by:

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2. Core Skill/Competency:

I have demonstrated this skill/competency in the following ways:

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I could further develop this skill/competency by:

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3. Core Skill/Competency:

I have demonstrated this skill/competency in the following ways:

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I could further develop this skill/competency by:

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4. Core Skill/Competency:

I have demonstrated this skill/competency in the following ways:

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I could further develop this skill/competency by:

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5. Core Skill/Competency:

I have demonstrated this skill/competency in the following ways:

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I could further develop this skill/competency by:

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Making a Development Plan

Then, based on this analysis, let's set some short term and long term goals:

My short term skills/competency development goals (over the next six months), based on my current role are to:

1.
2.
3.

My longer term skills/competency development goals, based on both my current and potential future roles, are to:

1.
2.
3.