

## Using the ATD Competency Model™ Action Planning for Individuals

Purpose: This job aid is intended for **individuals** who want to use the ATD Competency Model for professional development purposes.



**Directions:** Use this job aid to help you apply the new ATD Competency Model. Complete Parts I and II of this job aid. Then discuss the results with a mentor, coach, supervisor, or other knowledgeable person to give you advice on how to build your competencies and Area of Expertise (AOE) know-how.

### Part I: Foundational Competencies

**Directions:** Review the list of foundational competencies in the left column below. Then, in the center column, indicate how important these competencies are to your present job performance. Use this scale: **0 = Not applicable; 1 = Not at all important; 2 = Somewhat important; 3 = Important; 4 = Very important.**

In the right column, indicate how much need you have for professional development in each competency. Use this scale: **0 = Not applicable; 1 = No need for professional development; 2 = Some need for professional development; 3 = Need for professional development; 4 = Much need for professional development.**

At the bottom of Part I, list your priorities for professional development on these competencies.

Foundational Competencies		How Important to Your Job?					What Are Your Professional Development Needs?				
		0	1	2	3	4	0	1	2	3	4
1	Business skills	0	1	2	3	4	0	1	2	3	4
2	Global mindset	0	1	2	3	4	0	1	2	3	4
3	Industry knowledge	0	1	2	3	4	0	1	2	3	4
4	Interpersonal skills	0	1	2	3	4	0	1	2	3	4
5	Personal skills	0	1	2	3	4	0	1	2	3	4
6	Technology literacy	0	1	2	3	4	0	1	2	3	4

List your priorities for professional development on these competencies:

## Part II: Areas of Expertise

**Directions:** An Area of Expertise (AOE) is a specialty area. Some Talent Development professionals are generalists; some are specialists. For each AOE listed in the left column below, indicate in the center column in what areas you work now and in what areas you believe you will work in the future. Check one or both boxes. Then, in the right column, indicate how important it is for you to build your expertise in each area. Use this scale: **0 = Not applicable; 1 = Not at all important; 2 = Somewhat important; 3 = Important; 4 = Very important.** At the bottom of Part II, list your priorities for professional development on these AOE's.

Area of Expertise (AOEs)  (In alphabetical order)		Present or Future? (Place check in one or both below)		Importance to Build Your Competencies in Each AOE				
		Present?	Future?	0	1	2	3	4
1	Change management	<input type="checkbox"/>	<input type="checkbox"/>	0	1	2	3	4
2	Coaching	<input type="checkbox"/>	<input type="checkbox"/>	0	1	2	3	4
3	Evaluating learning impact	<input type="checkbox"/>	<input type="checkbox"/>	0	1	2	3	4
4	Instructional design	<input type="checkbox"/>	<input type="checkbox"/>	0	1	2	3	4
5	Integrated talent management	<input type="checkbox"/>	<input type="checkbox"/>	0	1	2	3	4
6	Knowledge management	<input type="checkbox"/>	<input type="checkbox"/>	0	1	2	3	4
7	Learning technologies	<input type="checkbox"/>	<input type="checkbox"/>	0	1	2	3	4

Area of Expertise (AOEs)  (In alphabetical order)		Present or Future? (Place check in one or both below)		Importance to Build Your Competencies in Each AOE				
		Present?	Future?	0	1	2	3	4
8	Managing learning programs	<input type="checkbox"/>	<input type="checkbox"/>	0	1	2	3	4
9	Performance improvement	<input type="checkbox"/>	<input type="checkbox"/>	0	1	2	3	4
10	Training delivery	<input type="checkbox"/>	<input type="checkbox"/>	0	1	2	3	4
<p><i>List your priorities for professional development in these AOEs:</i></p>          								

**Action Planning—Foundational Competencies:**

Identify the top two or three priority foundational competencies that you are interested in developing or have a need to develop. Next, add your action steps, the timeframe for completion, and the resources or tools needed.

Desirable Competencies	Action Steps	Timeframe	Resources

**Action Planning—Areas of Expertise:**

Identify the top two or three priority Areas of Expertise that you are interested in developing or have a need to develop. Next, add your action steps, the timeframe for completion, and the resources or tools needed.

Desirable Areas of Expertise	Action Steps	Timeframe	Resources