# Manager competency register

Ask your managers to use this register to assess their competencies and develop positive management skills.

They should tick the middle column to show acceptable competency, or tick the column to the left or right to show their degree of abundance or deficit in each area.

You can then use this to help your managers develop their skills in the appropriate areas. You could do these individually and confidentially; or gather the results from a few managers, average out the results, then provide feedback that doesn’t identify any individuals, and provide training for all your managers.

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| --- | --- | --- | --- |
| Competency | Deficit | Acceptable | Abundance |
|  | < Greater deficit |  | Higher  abundance > |
| Three key competencies   * Communication * Managing workload and resources * Participative approach |  |  |  |
| Respectful and responsible   * Integrity * Managing emotions * Considerate approach |  |  |  |
| Managing and communicating work   * Proactive work management * Problem solving * Participative/empowering approach |  |  |  |
| Reasoning/managing difficult situations   * Managing conflict * Use of organisation resources * Taking responsibility for resolving issues |  |  |  |
| Managing individuals   * Personally accessible * Sociable * Empathetic engagement |  |  |  |