

# ***WHAT IS A JOB COMPETENCY ?***

- It is a body of knowledge, skill and attitude.
- It gets reflected in the job.
- It is related to superior performance.
- It enables a person to perform the required job better than others.

# *INGREDIENTS OF COMPETENCIES*

- **KNOWLEDGE:**  
Collection & retention of information & facts
- **SKILLS:**  
Abilities to master the system & sequence of behavior  
(Hard & Soft Skills)
- **MOTIVES:**  
Internal states resulting from need.  
Activate behavior.
- **TRAITS:**  
Characteristic ways in which a person responds

# ENTREPRENEURIAL COMPETENCIES : MAJOR CLUSTERS

## ACHIEVEMENT

Initiative

Seeing & acting on opportunities

Persistence

Information seeking

Concern for high quality of work

Commitment to work contract

Efficiency Orientation

## THINKING & PROBLEM SOLVING

Systematic Planning

Problem Solving

## PERSONAL MATURITY

Self - Confidence

## INFLUENCE

Persuasion

Use of Influence Strategies

## DIRECTING & CONTROLLING

Assertiveness

Monitoring

## OTHERS

Concern for Others' Welfare

# *INITIATIVE*

TAKING ACTIONS THAT GO BEYOND JOB REQUIREMENTS OR DEMANDS OF THE SITUATION.

- Doing things on own before being asked for; or being forced to by events.
- Taking actions to expand the business into new areas, products or services.

# *SEEING AND ACTING ON OPPORTUNITIES*

LOOKING FOR AND TAKING ACTIONS TO SEIZE OPPORTUNITIES.

- Seeing and acting on opportunities for business development or for personal growth.
- Seizing unusual opportunities to obtain and mobilise necessary resources.

# *PERSISTENCE*

TAKING REPEATED ACTIONS TO OVERCOME OBSTACLES THAT GET IN THE WAY OF ACHIEVING GOALS.

- Taking suitable actions in the face of a significant obstacle.
- Ensuring all efforts to solve a problem or barrier.

# *INFORMATION SEEKING*

TAKING ACTION ON OWN TO HELP REACH OBJECTIVES.

- Personally undertaking a research or analysis to find out answer of some problem.
- Seeking information to clarify what is needed.
- Using contacts & networks to obtain desired information.

# *CONCERN FOR HIGH QUALITY OF WORK*

DOING THINGS THAT MEET OR BEAT  
EXISTING STANDARDS OF EXCELLENCE.

- Stating a desire to produce work of high quality.
- Comparing own/ company's work favourably to that of others.
- Making all out efforts to ensure the quality of products or services.



# *COMMITMENT TO WORK CONTRACT*

PLACING HIGHEST PRIORITY FOR  
GETTING A JOB COMPLETED.

- Taking extra-ordinary efforts or making personal sacrifices to complete a job.
- Accepting full responsibility for failures, if any.
- Expressing utmost concern for the customers.
- Readiness to work even at workers' places to get work done.

# *EFFICIENCY ORIENTATION*

CONSTANTLY LOOKING FOR WAYS TO DO THINGS FASTER OR WITH FEWER RESOURCES OR AT A LESSER COST.

- Using information or business tools to increase personal or professional efficiency.
- Expressing concern for assessing costs versus rewards of some improvements, changes or action.

# *SYSTEMATIC PLANNING*

DEVELOPING AND USING LOGICAL, STEP-BY-STEP PLANS TO REACH GOALS.

- Breaking a large task down into several sub-tasks.
- Developing plans after duly anticipating obstacles.
- Evaluating alternatives on merits and demerits.
- Taking a logical and systematic approach to activities, in general.

# *PROBLEM SOLVING*

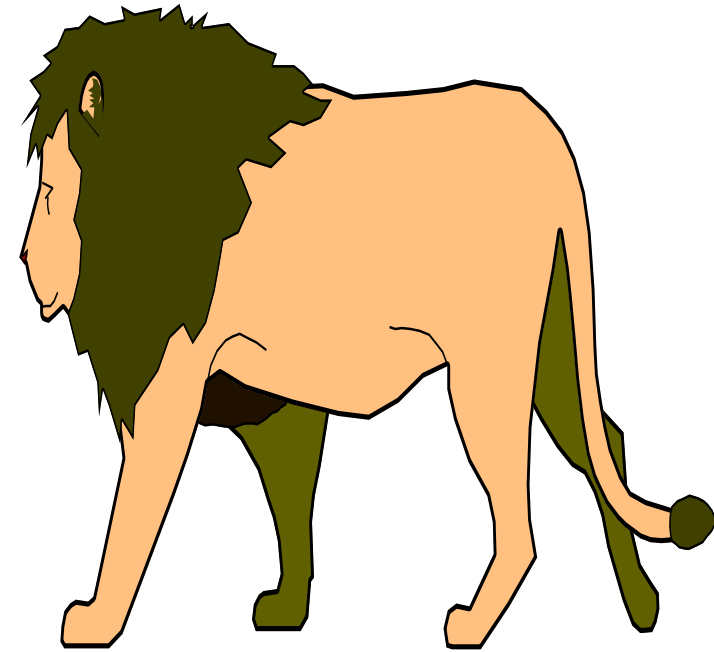
IDENTIFYING AND APPLYING NEW AND POTENTIALLY UNIQUE IDEAS TO REACH THE GOALS.

- Identifying the root-cause of the problem or objectives.
- Developing strategy in the light of objectives, resources and constraints.
- Keeping alternatives, wherever necessary.
- Generating new ideas or innovative solutions

# *SELF-CONFIDENCE*

HAVING A STRONG BELIEF IN SELF AND OWN ABILITIES.

- Expressing confidence in own ability to complete a task.
- Sticking with own judgement in the face of opposition or early lack of success.
- Doing something for which chances of success are not very fair.



# *PERSUASION*

## PERSUADING OTHERS SUCCESSFULLY

- Convincing someone successfully to do something else than what he/she would have done.
- Selling someone a product or service.
- Making someone agree to provide resources on extraordinary conditions.
- Asserting own confidence & competence in personal or company's strengths.

# *USE OF INFLUENCE STRATEGIES*

USING A VARIETY OF STRATEGIES TO INFLUENCE OTHERS SUCCESSFULLY.

- Developing professional or business contacts.
- Using influential people to get own things done.
- Carefully limiting the information to be given to others.
- Using others' authority and resources to influence or persuade others.

# *ASSERTIVENESS*

## CONFRONTING PROBLEMS AND ISSUES WITH OTHERS DIRECTLY

- Speaking politely but firmly.
- Telling others clearly what they have to do.
- Reprimanding those who fail to perform as expected, however close they may be.



# *MONITORING*

## ENSURING SMOOTH PROGRESS OF PROJECT OR WORK

- Ensuring that the work is completed or it is of high quality.
- Personally supervising all aspects of the work.
- Developing a system of supervision & monitoring.

# *CONCERN FOR OTHERS' WELFARE*

HAVING A CONCERN & TAKING SUITABLE ACTIONS TO IMPROVE OTHERS' WELFARE.

- Taking actions to improve the welfare of society.
- Responding positively to employees' specific needs.
- Having a concern for the welfare of employees and their families.