**Core Competencies Worksheet**

***Instructions:*** Provide answers to questions 1-4. When creating the list of Core Competencies in your organization, be sure to specify those that are unique to your organization, why they are unique, and how they will be critical to the future success of the organization.

1. What are the technical competencies that are central to the work that is carried out by your organization? *Examples may include: areas of clinical expertise, ability to design and implement field surveys, specialization in the development of training curricula, skills in the design of management and information systems*

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1. Does your organization have any exemplary practices for:

* Planning your staff workload
* Organizing your staff workload
* Implementing your staff workload
* Monitoring and evaluating staff work?

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1. Do the leaders in your organization have any exemplary practices for:

* Scanning the internal and external environment for opportunities, threats, and trends
* Focusing the work of the organization so that the products and services offered by the organization meet the needs of your clients and consumers
* Aligning and mobilizing staff, systems, and resources to get the work done
* Inspiring innovation and commitment, and distributing leadership among staff at all levels?

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