

## West-MEC Professional Skills

<b>Communication - A measure of an individual's ability and willingness to exchange information using a variety of methods.</b>			
Level 4: Expert	Level 3: Proficient	Level 2: Approaching Proficiency	Level 1: Novice
<ul style="list-style-type: none"> <li>● Inspires others to have a voice</li> <li>● Takes the lead in facilitating and presenting ideas with diverse audiences</li> </ul>	<ul style="list-style-type: none"> <li>● Utilizes a responsible and respectful approach in verbal, non-verbal, written, and digital communication</li> <li>● Communicates appropriately using technical vocabulary and concepts accurately</li> <li>● Actively listens, shares, and asks questions to engage others with empathy and understanding</li> </ul>	<ul style="list-style-type: none"> <li>● Strives to utilize a responsible and respectful approach in verbal, non-verbal, written, and digital communication</li> <li>● Communicates using technical vocabulary and concepts</li> <li>● Listens, shares, and asks questions to engage others</li> </ul>	<ul style="list-style-type: none"> <li>● Developing verbal, non-verbal, written, and digital communication skills</li> </ul>
<b>Teamwork - A measure of an individual's ability and willingness to collaborate with others to achieve a common goal.</b>			
Level 4: Expert	Level 3: Proficient	Level 2: Approaching Proficiency	Level 1: Novice
<ul style="list-style-type: none"> <li>● Encourages all team members to employ their strengths, develop their weaknesses, and take risks</li> <li>● Creates a positive culture by motivating others to grow personally and professionally</li> </ul>	<ul style="list-style-type: none"> <li>● Coordinates essential project needs and team resources to achieve a shared goal</li> <li>● Respects personal and professional boundaries and values the strengths and talents of all team members</li> <li>● Contributes fresh ideas with confidence and enthusiasm</li> </ul>	<ul style="list-style-type: none"> <li>● Identifies essential project needs and team resources</li> <li>● Recognizes personal and professional boundaries and strives to value the strengths and talents of all team members</li> <li>● Contributes ideas</li> </ul>	<ul style="list-style-type: none"> <li>● Developing the ability to collaborate with others to achieve a common goal</li> </ul>
<b>Leadership - A measure of an individual's ability and willingness to lead and inspire others to achieve a common goal.</b>			
Level 4: Expert	Level 3: Proficient	Level 2: Approaching Proficiency	Level 1: Novice
<ul style="list-style-type: none"> <li>● Takes ownership for long-term vision, growth, and impact</li> <li>● Leads with emotional maturity, inclusiveness, and the flexibility to handle unforeseen circumstances</li> </ul>	<ul style="list-style-type: none"> <li>● Communicates a clear, consistent vision, creates buy-in, and reports outcomes effectively</li> <li>● Delegates and adjusts responsibilities to self and others based on the strengths and capacities of each team member</li> <li>● Serves as a role model by taking ownership of the entire project and desired goals</li> </ul>	<ul style="list-style-type: none"> <li>● Communicates a vision, creates some buy-in, and reports outcomes</li> <li>● Delegates responsibilities to self and others</li> <li>● Strives to take ownership of the entire project and desired goals</li> </ul>	<ul style="list-style-type: none"> <li>● Developing the ability to lead and inspire others to achieve a common goal</li> </ul>
<b>Problem Solving - A measure of an individual's ability and willingness to apply logic and analytical skills to find answers to complex issues.</b>			
Level 4: Expert	Level 3: Proficient	Level 2: Approaching Proficiency	Level 1: Novice
<ul style="list-style-type: none"> <li>● Seeks and accepts feedback, self-reflects, and adapts accordingly</li> <li>● Creates processes that proactively address current and future problems</li> </ul>	<ul style="list-style-type: none"> <li>● Anticipates, defines, and addresses problems, solutions, and outcomes with persistence</li> <li>● Develops effective strategies using expanded and appropriate resources</li> <li>● Evaluates and communicates outcomes</li> </ul>	<ul style="list-style-type: none"> <li>● Defines problems and potential solutions</li> <li>● Uses appropriate strategies and provided resources</li> <li>● Recognizes and communicates outcomes</li> </ul>	<ul style="list-style-type: none"> <li>● Developing the ability to identify problems and solutions</li> </ul>