Competency and Skills Tasklist
Organized by Dr. Jenna Sage, BCBA

NACE Competencies	Definition	Skills	Actions/Notes
Professionalism	Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.	□ Consistently punctual □ Completes assigned tasks/projects as requested □ Follows all policies, regulations, laws, and guidelines available □ Asks for clarification □ Consistently honest □ Can be trusted with personal property □ Maintains confidentiality □ Maintains complete, accurate, and timely documentation □ Requires limited oversight/observation to complete tasks □ Able to accept critical feedback □ Attire is matched to or exceeds the professional circumstances □ Uses a problem-solving process	*In this section- determine the training mechanisms needed to ensure the Skills are taught/trained using a multi-tiered system of support (based on need) for new hire onboarding, professional development, skills gap training, bootcamps for changed/updated policies/practices, recurring CE development, etc.*

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Communication	Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.	□ Composes emails using standard long-form sentences □ Writing is legible □ Business communication is free from grammatical and/or spelling error □ Clearly articulates thoughts and plans to clients □ Speaks clearly □ Demonstrates active listening skills □ Uses and advocates Person-First language □ Able to adjust communication strategy to situation	

Teamwork	Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.	□ Respectful interactions with all clients and colleagues □ Equitable participation in projects and work tasks □ Consistently uses terms such as, 'we', 'team', 'us' rather than 'I', 'me' □ Actively helping team members □ Being flexible and adapting to change □ Reducing conflict and challenging behaviors	
Digital Technology	Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.	□ Monitors social media content to adhere to policies and guidelines □ Utilizes technology to enhance work production □ Represents the organization at all times via all technology platforms □ Maintains calibrated, updated and accurate technology	

Critical Thinking	Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.	□ Uses current data to make decisions □ Analyzes situations to determine most effective response □ Quickly finds solutions to common problems □ Is aware of internal states and personal influences on environmental factors □ Using a problem-solving process	
Leadership	Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.	□ Manages time effectively to secure additional work opportunities □ Actively seeks out leadership assignments □ Approachable by colleagues □ Maintains emotional regulation □ Provides support and resources when needed □ Able to provide critical feedback that results in behavior improvement	

Career Management	Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.	□ Actively seeks out professional development opportunities □ Self-monitors personal behaviors □ Actively corrects inappropriate behaviors □ Responsive to coaching/training □ Refreshes skills on a regular basis □ Creates environment that honors both work and non-work time effectively	

| Global Fluency | Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences. | □ Demonstrates compassion for others
 □ Hygiene and grooming practices are culturally connected and aligned to policy/guidance (e.g. cultural norm is to wear sandals when agency policy is closed toe shoes- each party should determine acceptable accommodations)
 □ Client/student cultural practices are honored (e.g. if shoes are not to be worn in the house, practitioner removes shoes)
 □ Responds with no/limited bias or judgment | |