

COMPETENCY ASSESSMENT
ANALYSIS REPORT
15th AND 16th NOVEMBER 2022
FOR MBA FIRST YEAR STUDENTS
2022-2024



Conducted By.



KEY MANAGEMENT COMPETENCIES

1. Interpersonal Skills :

A). Communication

B). Influence and Negotiation

2. People Development

A). Team work

3. Work Effectiveness

A). Analytical Skill

B). Planning and Organizing

4. Professional Improvement

A) Personal Responsibility

B). Initiative and Proactiveness

PROFICIENCY LEVELS : BASIC

Has a rudimentary/elementary understanding of the concepts in the competency; can do the work with assistance/guidance/close supervision of more experienced colleagues/leaders.

COMMUNICATION

With this competency one shares and receives information, including views , facts and feelings , communicates clearly and succinctly , checking for understanding & encouraging open two way Discussion. Identifies appropriate people (Internally & Externally) to communicate with And tailors the message to their needs.

LEVEL A : Basic

- Uses the most appropriate communication channel e.g. e-mail, telephone, face to face.
- Takes time to ensure that information is communicated..
- Communicates important information in writing.
- Presents information in a professional manner.
- Present information effectively at one to one and group levels.
- Believes in active listening e.g. summarizes checkpoints for understanding and agreed actions.
- Use polite and friendly communication style .

INFLUENCE & NEGOTIATION

With this competency one identifies the key motivators of individuals or groups , recognizing underlying objections / concerns , present own position confidently, using logical argument to persuade others . Takes a partnership approach , aiming for a win-win outcome.

LEVEL A : Basic

- **Presents own position using persuasive style & language.**
- **Stresses the benefits of the approach being proposed.**
- **Gains buy-in by getting other to see advantages.**
- **Negotiates, internally and externally.**
- **Willing to compromise to achieve outcomes and overcome obstacles.**
- **Seeks closure.**

ANALYTICAL SKILLS

**With this competency : One identifies problems to be addressed .
Collects suitable and relevant data, analyses data in a systematic way,
generates effective countermeasures to solve the problem and remains
focused.**

LEVEL A : Basic

- Uses past experience to predict future issues.
- Analyses data in a systematic manner to gain information.
- Gains sufficient data to reach a decision without getting bogged down in detail.
- Does not make assumption and clarifies where other don't understand.
- Breaks problems in to logical chunks; cross checks across the problem.
- Uses funneling process to arrive at the root of the problem.
- Spots gaps in data.

INITIATIVE AND PROACTIVENESS

With this Competency : One captures opportunities and takes the initiative . Anticipates situations rather than awaiting their evolution, taking actions promptly to resolve situations, including actions and outcomes.

LEVEL A : Basic

- Pro-active – anticipates what is required and does it.
- Uses initiative to anticipate and resolve situations.
- Recognizes urgent situations and takes action promptly.

PLANNING AND ORGANIZING

With this competency One establishes (set) priorities and develops clear ,efficient and logic plan , scheduling to achieve goals. Anticipates potential problems and likely contingencies to address them. Monitors progress against objectives and takes action to ensure deadline and outcome / goals are achieved. Priorities with clear , logical plans to achieve goals.

LEVEL A : Basic

- Breaks task down in to a series of manageable steps.
- Maintains focus on end objective.
- Ensures project on track.
- Plans at an appropriate level of detail.
- Creates plans which meet timescales and deadlines.
- Anticipates potential problems.
- Builds communication strategy into planning.
- Logs progress and feedback project status.

TEAM WORK

With this competency : One works co-operatively with others towards a shared , common goal . Makes best use of different knowledge, skills and personal styles within the team. Is willing to put team objectives above personal views.

LEVEL A : Basic

- Provides personal support to other team members in times of trouble.
- Shares and gains knowledge and learning from others to resolve problems.
- Discusses problems with colleagues.
- Involves others to assist and resolve issues.
- Shows appreciation to other team members for assistance.
- Gives time to ensure others understand; is approachable.
- Co-operates with others to ensure objectives are achieved.
- Works co-operatively with other towards a common goal .

PERSONAL RESPONSIBILITY

With this competency : An individual becomes fully responsible for the work assigned to him . He should realize that the onus lies on him to be accountable for the work, for his efforts and for ensuring the outcomes are achieved.

LEVEL A : Basic

- Recognizes own limitations, knows when to hold back, utilizing experience of others.
- Calm under pressure and emotionally controlled.
- Stands ground-tenacious approach.
- Persistent, event when people say no and stay optimistic.
- Bounces back from failure.
- Prepared to use own personal time to reach deadlines; balances own needs to complete the work assigned to him.

EXERCISES CONDUCTED TO ASSESS THE COMPETENCIES

- SELF INTRODUCTION
- GROUP DISCUSSION
- CASE STUDY
- PRESENTATION
- TEAM ACTIVITY
- WRITTEN EXERCISE
- PERSONAL INTERACTION

** ALL THE STUDENTS WERE ASSESSED THOROUGH ALL THE EXERCISES*

SWOT ANALYSIS

Threat : Very Low proficiency. Needs immediate and urgent development. If the Rating is 0 to 1.5

Weakness : Low proficiency level . Needs Considerable developmental inputs. If the Rating is 1.51 to 2.5

Opportunity : Needs some developmental inputs to convert them into strengths. If the Rating is 2.51 to 3.49

Strength : High Proficiency level . Should be made as areas of accountability. If the Rating is 3.5 or above

PERSONALITY OBSERVED THROUGH THE BELOW PARAMETERS

- ❖ OUTLOOK
- ❖ DRESSING SENSE
- ❖ BODY LANGUAGE
- ❖ COMMUNICATION SKILL
- ❖ INTELLIGENCE
- ❖ ATTITUDE
- ❖ ORIGINALITY

A 1- OUTSTANDING

ALL S , 6(S)+1(O) , 5(S)+2(O) , 4(S)+3(O)

A 2- VERY GOOD

3(S)+4(O) , 2(S)+5(O)

A 3- GOOD

2(S)+4(O)+1(W), 1(S)+5(O)+1(W) , 1(S)+6(O) , 7(O)

B 1- ABOVE AVERAGE

1(S)+4(O)+2(W) ,1(S)+3(O)+3(W),1(S)+2(O)+4(W),1(S)+1(O)+5(W),6(O)+1(W) ,5(O)+2(W)

B 2- AVERAGE

4(O) +3(W) , 3 (O)+4(W) ,

B 3- BELOW AVERAGE

7 (W) ,2(O)+5(W),1(O)+6(W)

C1 - POOR

IF 'T' IS PRESENT IN ANY COMBINATION OF 'O'&'W' . 'W'&'T'

C2 - VERY POOR

ALL 'T'

INTERPRETATION OF GRADES

STUDENTS in :

- **B1** : with a personality rating of 2.5 to 3 are very good and can be groomed to be outstanding.
- **B2** : Good .

They have the potential to do well and need a little push and direction to perform well .

INTERPRETATION OF GRADES

STUDENTS in :

- **B3 Grade : Average / Above Average**

Those who have a personality rating of 2 – 2.5 , could be groomed to be above average performers – as they have the capability and potential .

NOTE :

THE STANDARD OF EVALUATION HAS BEEN INTENTIONALLY
KEPT STRICT AND HIGH - SO THAT STUDENTS ARE
MOTIVATED TO WORK TOWARDS THEIR IMPROVEMENT .

OUR OBSERVATIONS & SUGGESTIONS :

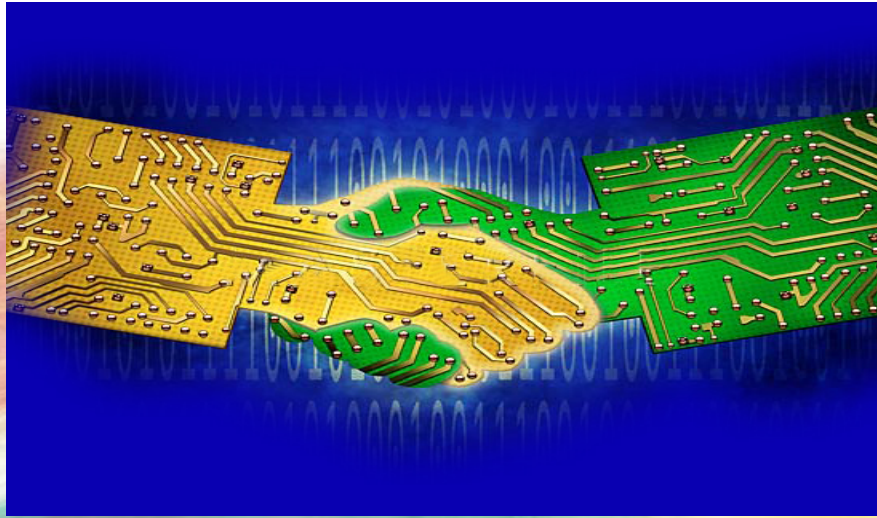


- Development of **Verbal English Communication** :
Regular discussions in English should be encouraged .
- Improvement in **General Awareness** :
Newspaper and General reading habit to be emphasized followed by group interactions within small groups. This should be monitored.
- **Writing Skills** need improvement as structuring and articulation is missing .
- More Discussions in class in groups as well as at an Individual level to be encouraged .

OUR OBSERVATIONS & SUGGESTIONS :



- Case Studies followed by presentations in groups should be practiced to improve the **Analytical Skills**.
- Group Presentations on various topics to be made a part of the development process. This will help in increasing the confidence level.
- **Initiative and Proactiveness** should be encouraged and monitored in the Class .
- **Planning** at an individual & group level to be stressed on by assigning group activities and assigning specific roles to individuals. Participation should be made compulsory as the students have a tendency to abstain from such exercises due to lack of confidence.



THANKS

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