



eBook

# Why you should expand your Universal Competences first



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### Gender-Note

In order to improve the readability of the texts, I chose either the male or female form of personal nouns. This in no way implies a discrimination of the opposite sex. Women and men may feel equally attracted to the content. Thank you for your comprehension.



## Why expand Universal Competences first

**Universal Competences are important in a professional context. Those who expand them create favorable conditions to master professional changes and challenges in a sovereign manner.**

*Do you occasionally marvel at how the beautiful and the rich, the famous and successful, the inventive and imaginative, the top shots and millionaires, the eloquent and witty or Instagrammers, bloggers and trendsetters skillfully contrast with each other and how you compare with them ... and then "out of sight, out of mind" you do nothing for yourself and your own life?*

### Self-esteem Deficits automatically reduced

Healthy people have a healthy self-esteem. Not because they can do everything and are good in everything, but because unconscious psychological processes control perception so that they always perform relatively well compared to others ... e.g. by juxtaposing and comparing one of our strengths to another's weakness. This is comparable to pears with apples ... but good for the EGO and just feels better. The problem is that it does not make us more competent.

### Lifelong Learning

In addition, with the increasing specialization and digitalization, we cannot avoid continuing our education. Job profiles are now constantly changing and must be updated from time to time, or they will disappear altogether and give way to new occupations. But how do we manage to follow-up with? The answer is relatively simple: by first optimizing and improving our universal competences.

### What are Universal Competences?

Universal Competences are those fundamental competencies and behaviors that are important in a professional context. The better the universal competences are developed, the easier it is for you to befriend oneself to change, skillfully deal with professional challenges, or tread new territory confidently.

Empirical studies based on the analysis of the behavior in critical situations (so-called 'critical incidents') have shown that for professionals and specialists there are 4, for executives there are 6 universal



competences, which are considered decisive for successful and competent behavior.

These are

### **for Specialists,**

- *Learning Competence* - because without you will not get ahead professionally
- *Problem-solving Competence* - because without there is no improvement
- *Team Competence* - because without no one will participate for long
- *Performance Competence* - because without there is no permanent drive and nothing gets finished

### **for Executives,**

- *Innovation Competence* - because without there is no vision and no business idea
- *Leadership Competence* - because without there will be nothing great
- *Organizational Competence* - because without something is always missing and there is no whole
- *Social Competence* - because without it comes not into the hearts and minds of the people
- *Team Competence* (analogously to Specialists) as well as
- *Performance Competence* (analogously to Specialists).

### **Competent Behavior is learnable**

Now, if you ask yourself on the state of your universal competences, or even come to the conclusion that your behavior leaves much to be desired, we can reassure you. Because competent, professional behavior can be learned and represents an opportunity for everyone. And those who already have competence have learned what they can do – those who live in incompetence, too. Therefore, it is crucial to recognize, at which point you stand today and what to do, so that you can develop your universal competences and live them out to the fullest.

### **COMPETENCE CHECK for personal Orientation**

[HRM Tools GmbH](#) has created the COMPETENCE CHECK in the form of the potential analysis [COMPETENCES](#). The strictly requirement-related potential analysis is based on studies that investigate the question of what distinguishes competent specialists or executives from less competent ones. Anyone who observes competent people notes that, despite



differences, there are many things that they do in certain situations, whereas the less competent never or rarely do. Competent specialists or executives can be different as people, very different even, but they show more targeted behaviors in critical situations than the less competent.

### **Example: Learning Competence**

You need Learning Competence in order to quickly acquire the necessary knowledge and skills and to be able to make a meaningful, professional contribution. Specialists with Learning Competence are generally open to new ideas and interested in further developing their professional competence.

Conversely, if, for example, you tend to rely on the proven and prefer to let others deal with the latest developments, or prefer to avoid the difficult and unpleasant as long as possible, you should not be surprised if one day you are no longer needed. Your hesitancy would be thanked for your stepping in place, instead of breaking new ground with high, professional self-confidence.

### **How COMPETENCE CHECK takes you further**

With the respective potential analysis, we therefore grasp what distinguishes competent specialists or executives from the less competent – what they do or do differently, what they can do and what they think about their actions.

The Competence Check shows you, based on your potential profile, where you currently stand compared to competent specialists or executives – and the Potential Report contains concrete tips on how to improve yourself.

Therefore, consider your results as an opportunity to learn more about your competence as a specialist or manager, to consolidate strengths, to specify development priorities, to set goals and to initiate measures for your further development.

Sample Copies of the Profile and Report can be found below.

The [COMPETENCE CHECK](#) is available in six different languages in four different versions (1x Specialists, 3x Executives). For [Corporate Customers](#), there is also a user evaluation.



## Description of the Universal Competences

The following descriptions are to be understood as target values, i. If you adhere to the above descriptions, you behave more competent than other, less competent specialists or executives. Experience has shown that it is advisable to internalize the descriptions from time to time, because through repeated reading and awareness, you quickly and effectively recognize what is important in a professional environment.

### Competences for Specialists

#### *Learning Competence*

- People who find it easy to learn are able to quickly absorb a lot and retain what they have learned well.
- They are able to retrieve specific information they need and apply it in specific situations.
- People who learn easily don't only master new information, but can also integrate it into what they already know. So, they build up their knowledge and abilities quickly, while at the same time evolving their own unique personal style.
- Through regular learning, combined with adaptation of learning technology to their personal learning style, their learning ability can be increased.
- The effort it takes to learn can be kept within limits, even with great amounts of material, while still achieving good results..

#### *Problem-solving Competence*

- Solving problems is important in order to confront difficult situations and master them successfully.
- It's important that problems are addressed by priority of importance.
- It is important that problems be regarded as starting points, and that activities are directed toward future solutions.
- Problem solving demands openness and courage to explore new ways of thinking and acting, and the ability to quickly get the necessary resources, such as gathering technical knowledge and the support of others.
- Solving problems means recognizing relationships and focusing on the essentials. The aim is always to keep an overview in order to advance the problem-solving process.
- Deviations are immediately corrected using appropriate means, so as to achieve the desired results within a reasonable period of time.



### ***Team Competence***

- People who get on well with others always leave the door open to them.
- They want the people around them feel comfortable.
- They try to put themselves in the shoes of others, in order to better understand and better be able to respond to them.
- They are happy together with others, and believe that things go better this way, and that major tasks can only be successfully managed through constructive cooperation.
- People who deal positively with others know that a friendly atmosphere and a pleasant appearance seem pleasant to others and help others contribute positively.

### ***Performance Competence***

- Being motivated refers to the commitment with which one's skills and knowledge are applied to a task.
- People who are motivated reconcile their own interests with the demands of work.
- They identify with their objectives, know why they are doing what they are doing, and can justify it by tracing it back to the rules or procedures.
- People who are motivated perform better.
- They tackle job requirements with ease and pursue their objectives with constant commitment.
- They are proactive and are confident that they can achieve whatever they want.

### ***Competences for Executives***

#### ***Innovation Competence***

- Taking the initiative means wanting to do something and starting right away.
- People who take the initiative develop specific ideas and put these into practice immediately.
- They enjoy being active, want to move things along, and want others to judge them more on their actions than on their words.
- They always know what to do.
- They tackle difficult tasks and want to bring them to a successful conclusion rapidly.
- They can work and make decisions independently.



### ***Leadership Competence***

- Within the context of a desire to pursue general goals, being prepared to take over leadership means heading in the right direction, and making co-workers want to do the right thing.
- Linked to this is an assumption of responsibility for results and the will to do what is necessary in order that goals be achieved.
- Those who are prepared to take over leadership create the necessary conditions and take care that everyone has a clear notion of the goals, and the path to achieve them.
- If possible, they involve others in the decision-making process and work out suitable measures.
- Thus at an early stage, they tap the wisdom and know-how of those who manage the major part of the implementation, getting them highly involved in the project.

### ***Organizational Competence***

- Organizing work is important in order to obtain optimal results, with the means invested and the existing resources.
- It is important that work is ranked by priority of importance and urgency, and addressed accordingly.
- It is important that problems be regarded as starting points, and that activities are directed toward future solutions.
- Organizing work means recognizing relationships and focusing on the essentials.
- The aim is always to keep track of progress, and to keep moving forward.
- Deviations are immediately corrected using appropriate means, so as to achieve the desired results within a reasonable period of time.

### ***Sozial Competence***

- People who deal positively with others, behave with emotional intelligence.
- They want the people around them to feel comfortable.
- They try to put themselves in the situation of others, in order to better understand and better be able to respond to them.
- They are happy together with others, and believe that things go better this way, and that major tasks can only be successfully managed through constructive cooperation.
- People with emotional intelligence know that a friendly attitude and a pleasant appearance have a positive effect and help others contribute positively.





### ***Team Competence***

- Executives who get on well with others always leave the door open to them.
- They want the people around them feel comfortable.
- They try to put themselves in the shoes of others, in order to better understand and better be able to respond to them.
- They are happy together with others, and believe that things go better this way, and that major tasks can only be successfully managed through constructive cooperation.
- Executives who deal positively with others know that a friendly atmosphere and a pleasant appearance seem pleasant to others and help others contribute positively.

### ***Performance Competence***

- Being motivated refers to the commitment with which one's skills and knowledge are applied to a task.
- People who are motivated reconcile their own interests with the demands of work.
- They identify with their objectives, know why they are doing what they are doing, and can justify it by tracing it back to the rules or procedures.
- People who are motivated perform better.
- They tackle job requirements with ease and pursue their objectives with constant commitment.
- They are proactive and are confident that they can achieve whatever they want.



## Sample Evaluations

The results are provided directly after a COMPETENCE potential testing and differ for Specialists and Executives content-wise as a result of their requirement-relation in type and number of processed results in both the respective COMPETENCE PROFILE or REPORT.

### What the COMPETENCE CHECK Evaluations show

#### The COMPETENCE PROFILE

shows a summary overview

- Competences (main title) and
- Sub-Competences (subtitles)

and their scale values

- 1-3 = low expression
- 4-6 = good to strong expression
- 7 = possibly excessive (less is more).

#### The COMPETENCE REPORT

contains a concise description of the respective competence or partial competence and shows

- positive aspects of your competences compared to other specialists / executives
- possible starting points for developing your competences
- possibilities for improvement of your competences (in case of over-exaggeration).

### The COMPETENCES and SUBCOMPETENCES Overview

For Specialists, there are four, for Executives, there are six Universal Competences and their respective Subcompetences:

#### For Specialists

Learning Competence

- Interest in New / Curiosity
- Willingness to learn
- Quick Grasp
- Enduring Learning Will
- Professional Self-Confidence

#### For Executives

Innovation Competence

- Interest in New / Curiosity
- Future Orientation
- Willingness to learn
- Willingness to take Risks
- Innovation



## **For Specialists**

### Problem-solving Competence

- Initiative
- Willingness to take Risks
- Responsibility
- Good, feasible Proposals
- Preparation / Planning

### Team Competence

- Goodwill
- Tolerance
- Intrigue Resistance
- Conflict Resolution
- Superiors Loyalty

### Performance Competence

- Preparedness
- Ambition / Will to succeed
- Energy and Stamina
- Quality Standards
- Efficient Work Speed

## **For Executives**

### Leadership Competence

- Orientation to the Essentials
- Communication of Interests
- Enforcement of Interests
- Assertiveness
- Personal Authority
- Serenity / Nerve Strength

### Organizational Competence

- Responsibility
- Accuracy / Quality Claim
- Preparation / Planning
- Control / Protection
- Process and Rule Orientation

### Social Competence

- Positive Appearance
- Proximity / Contact
- Interest in social Advancement
- Results Orientation
- Behavior Control

### Team Competence

- Goodwill
- Tolerance
- Employee Orientation
- Fault Tolerance
- Ability to Self-Criticism

### Performance Competence

- Self-Confidence / Sanguinity
- Preparedness
- Success Will
- Energy and Stamina
- Enjoy working





## Example of a Report Presentation (Excerpt)



**Report**  
004 : COMPETENCES Specialists

GGA

2.4

### 2. Problem-solving competence

6.60

"Problems are to the mind, what exercise is to the muscles, they toughen and make strong." - Norman Vincent Peale (Minister, Author)

"If it is important to you, you will find a way. If not, you will find an excuse." - Unknown

Solving problems is important in order to confront difficult situations and master them successfully. It's important that problems are addressed by priority of importance. It is important that problems be regarded as starting points, and that activities are directed toward future solutions. Problem solving demands openness and courage to explore new ways of thinking and acting, and the ability to quickly get the necessary resources, such

as gathering technical knowledge and the support of others.

Solving problems means recognizing relationships and focusing on the essentials. The aim is always to keep an overview in order to advance the problem-solving process. Deviations are immediately corrected using appropriate means, so as to achieve the desired results within a reasonable period of time.

#### 2.1 Limited autonomy -> Initiative / Independence

7

"Initiative is doing the right thing without being told." - Victor Hugo (Playwright)

People who know what needs to be done, respond to requests quickly, and decide what needs to be done and how long it should take. On the basis of their knowledge and skills, they take control, and take the first steps, to deliberately go for their results.

##### Positive aspects of your competence as compared to other specialists:

- When problems arise, you are usually able to think of something.
- You usually work very independently and do not necessarily need instructions.
- You usually know exactly what you want, and take appropriate steps to get it.
- You do what you think is appropriate without needing to have a supervisor confirm your decision in every case.
- You do what makes sense to you, without necessarily asking other people to give you advice or to confirm your decisions.
- You usually know what is expected of you and what should be done next.

##### Possibilities for improvement of your competence

- You have ideas and express your suggestions often before the others have started thinking about the issue.

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## **Additional Information**

As a private individual, you will receive the COMPETENCE potential analysis via our Shop page at <https://kompetenz-check.ch/en/>.

If you also intend to use COMPETENCE potential analyzes in the professional environment for Personnel Selection or Personnel Development, you will find further information at <https://kompetenzen.li/en/>.

For telephone inquiries, we are always happy to help. You can also send us a message via the contact page or our chat service.

Thank you for your interest and see you soon.

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## About the Author



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Expert in

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René Anderegg has been dealing with the topic of aptitude diagnostics since his studies as a business economist (specialization in human resources), in particular for the purposes of personnel selection and personnel development.

He comes originally from the Human Resources Management and was entrusted with well-known national and international companies with numerous front and project tasks.

His affinity to computer science and further education in coaching had him in 2007 to rely on an independent activity.

In 2011, with HRM Tools Ltd liab. Co., he finally founded a company dedicated to supporting entrepreneurs, HR experts, executives, employees and private individuals with the right tools in choosing the right decisions and thus introducing them to their real potential.