Continuous Quality Improvement Knowledge and Skills Assessment Tool

(Used to assess district CQI teams for COACHING purposes)

Communication skills	Feel Competent	Enjoy/ Favorite	Would like to develop
Speak in public, debate, advocate, present, or demonstrate idea			
Facilitate a meeting			
Reading and following directions/instructions			
Write, edit, translate, interpret, or critique documents			
Writing reports, letters, and memos correctly			
Comfortably speaking to others you do not know			
Taking notes while someone speaks			
Explaining things to other people			
Know when to ask for help or more explanation			
Counsel or advise others			
Listening to others			
Other(s)			

Number skills	Feel competent	Enjoy/ Favorites	Would like to develop
Compute, calculate, compare or record numbers			
Doing arithmetic correctly			
Using percentages and decimals			
Using a spreadsheet on a computer			
Other(s)			

People skills	Feel competent	Enjoy/ Favorites	Would like to develop
Empower, coach, guide, or listen to others			
Problem solve, mediate, or network with people			
Teach, train, instruct, inform, or explain to groups			
Helping people complete a task			
Knowing how to get along with different people/personalities			
Leading groups or activities			
Other(s):			

Critical Thinking and Investigative Skills	Feel Competent	Enjoy/ Favorites	Would like to develop
Analyse, use logic, problem solve, examine			
Conceptualize, adapt, develop, hypothesize			
Evaluate, assess, test			
Observe, reflect, study, or notice			
Research, investigate, read, or interview			
Other(s):			

Management and Self-Management Skills	Feel Competent	Enjoy/ Favorites	Would like to develop
Administer, set goals and priorities, plan, or make decisions			
Initiate, assess needs, anticipate, or create change			
Manage people, delegate tasks, direct, oversee, or motivate			
Being patient with others			
Keeping a cheerful attitude			

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Offering to help when it's needed			
Helping motivate others to get the task done			
Prioritizing tasks so that the larger goal is met on time			
Solving problems in a cooperative way			
Other(s):			