

Documentation for work with the competence cards

Client name: _____

Number	Term	+	++	+++	Notes
Social skills					
01_1	Sensitivity/empathy				
01_2	Leadership skills				
01_3	Helpfulness				
01_4	Intercultural competence				
01_5	Communication skills				
01_6	Conflict resolution skills				
01_7	Interpersonal/networking skills				
01_8	Motivational skills				
01_9	Commitment to social welfare				
01_10	Teamwork skills				
Personal skills					
02_1	Adaptability				
02_2	Perceptive faculties/comprehension skills				
02_3	Endurance				
02_4	Enthusiasm				
02_5	Resilience				
02_6	Showing initiative				
02_7	Decision-making abilities				
02_8	Flexibility				
02_9	Holistic thinking/circumspection				
02_10	Physical stamina				
02_11	Creativity				
02_12	Ability to accept criticism				
02_13	Willingness to learn				
02_14	Motivation/commitment				
02_15	Diligence/precision				
02_16	Money handling				
02_17	Sense of responsibility				
02_18	Determination/result orientation				
02_19	Reliability				
Technical and methodological skills					
03_1	Analytical and problem-solving skills				
03_2	Computer skills				
03_3	Work planning				
03_4	Ability to improvise				
03_5	Organising childcare				
03_6	Customer orientation				

03_7	Mathematics/numeracy				
03_8	Organisational skills				
03_9	Pedagogical skills				
03_10	Caring skills				
03_11	Spatial thinking/sense				
03_12	Presentation/public speaking skills				
03_13	Writing skills				
03_14	Independent work				
03_15	Foreign language skills				
03_16	Technical and manual skills				
03_17	Negotiation skills				
03_18	Academic work				
03_19	Knowledge management				
03_20	Time management				
Interests					
I_01	General knowledge				
I_02	Visual arts				
I_03	Family				
I_04	Gardening, farming				
I_05	Handicrafts, design				
I_06	Hobbies				
I_07	Musicality				
I_08	Politics				
I_09	Sport				
I_10	Theatre				
I_11	Love of animals				

Next steps:

- Employment Agency/Jobcenter
- Continued competence diagnosis
- Recognition counselling
- Application
- _____

Adviser's name: _____

Institution's name and stamp: _____