



Why expand the 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.

The 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 (analogous to Specialists)
- Performance Competence (analogous 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.

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.

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