

**ABE Support Professionals Certificate
Competency Worksheet**

Domain 4: Effective Work Culture

Competency A: Time and Task Management

1. *Staff use strategies to prioritize tasks*
2. *Staff collaborate with administration and instructional staff to support program operations*
3. *Staff are familiar with tools and strategies to manage workload effectively*
4. *Staff retain and maintain records security following state or local policies*

Date and location of training: _____

Trainer name: _____

A lot of training and professional development happens outside of conferences or regional events. You may be able to receive credits toward the **ABE Support Professionals Certificate** for participation in training that happens in your program, district, in community education, or through an online course, for example. To do so, you need to report on the training received and how you have applied that in your work context. Please provide a brief response to each of the questions below:

1. What did you learn in the training about managing your time and workload that was new to you? How will the training help you to do your job better?

2. How do you currently collaborate with colleagues to support your program operations? How will the training help you to do your job better?

3. How do you keep records secure in your own work? How will the training help you to do your job better?

4. What additional training would be helpful?

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Competency C: Understanding Self and Others

1. *Staff understand their own learning and communication styles*
2. *Staff recognize their own culture and cultural assumptions and how these might impact work in ABE*

Date and location of training: _____

Trainer name: _____

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1. What did you learn in the training about your own learning or communication style that was new to you? How will the training help you to do your job better?

2. What did you learn in the training about yourself that might impact your interactions with others in the workplace (students and/or colleagues)? How will the training help you to do your job better?

3. What additional training would be helpful?