

MASTERED COMPETENCIES DURING THE TRAINING

Competency categories	Competences codes & names	Competency Descriptions
Professional Competencies	PCG1: Practice Self-reflection	Can practice self-reflection regularly to improve and grow professionally
	PCG2: Prioritize Tasks	Can identify and prioritize tasks
	PCG3: Seek Input and Collaboration	Can seek input and collaboration to enhance outcomes
	PCG4: Assess and Incorporate Feedback	Can assess and incorporate feedback with an open mind
	PCG5: Provide Feedback	Can provide feedback with integrity and professional sensitivity
	PCG6: Set Goals	Can set effective, specific goals
	PCG7: Demonstrate Resourcefulness	Can use available resources to solve any problem
	PCG8: Act with Integrity	Can exhibit integrity in academic and professional interactions
	PCG9: Active Listening	Can exhibit active listening skills
	PCG10: Take Ownership	Can take ownership over the quality of work submitted in a team or individual situation
	PCG11: Professional Conduct and Maturity	Can exhibit professional conduct and maturity
	PCG12: Time Management	Is consistently respectful of time in professional settings
	PCG13: Propose and Evaluates Multiple Solutions	Can propose and evaluate multiple solutions for a given problem
	PCG14: Business Etiquette	Can demonstrate composure in business situations and through multiple mediums (e.g. meeting etiquette, phone etiquette, teamwork, etc.)
Communication Competencies	CSG1: Use of Resources	Can define plagiarism and demonstrate appropriate use of sources
	CSG2: Organize Information	Can use appropriate tools and strategies to organize information
	CSG4: Communicate Ideas	Can communicate ideas in speaking and in writing in a professional setting
	CSG5: Public Speaking	Can apply public speaking techniques in any language to engage and motivate an audience
Digital Competencies	TSG2: Fundamentals of Google documents	Can demonstrate the fundamentals of Word Processing tools to develop written documents
	TSG3: Professional formatting	Can critique a professional document, Google Sheets or presentation for formatting and revise as necessary
	TSG4: Fundamentals of Google sheet	Can demonstrate the fundamentals of Google Sheets tools to manipulate and present numerical data
	TSG6: Google drive for collaboration	Can use Google Drive to create, organize, and share files for collaboration