## WEST-MEC PROFESSIONAL SKILLS

### Communication
- **A measure of an individual's ability and willingness to exchange information using a variety of methods.**

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<th>Level</th>
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| Expert | Inspires others to have a voice  
- Takes the lead in facilitating and presenting ideas with diverse audiences |
| Proficient | Utilizes a responsible and respectful approach in verbal, non-verbal, written, and digital communication  
- Communicates appropriately using technical vocabulary and concepts accurately  
- Actively listens, shares, and asks questions to engage others with empathy and understanding |
| Approaching Proficiency | Strives to utilize a responsible and respectful approach in verbal, non-verbal, written, and digital communication  
- Communicates using technical vocabulary and concepts  
- Listens, shares, and asks questions to engage others |
| Novice | Developing verbal, non-verbal, written, and digital communication skills |

### Teamwork
- **A measure of an individual's ability and willingness to collaborate with others to achieve a common goal.**

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| Expert | Encourages all team members to employ their strengths, develop their weaknesses, and take risks  
- Creates a positive culture by motivating others to grow personally and professionally |
| Proficient | Coordinates essential project needs and team resources to achieve a shared goal  
- Respects personal and professional boundaries and values the strengths and talents of all team members  
- Contributes fresh ideas with confidence and enthusiasm |
| Approaching Proficiency | Identifies essential project needs and team resources  
- Recognizes personal and professional boundaries and strives to value the strengths and talents of all team members  
- Contributes ideas |
| Novice | - Developing the ability to collaborate with others to achieve a common goal |

### Leadership
- **A measure of an individual's ability and willingness to lead and inspire others to achieve a common goal.**

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| Expert | Takes ownership for long-term vision, growth, and impact  
- Leads with emotional maturity, inclusiveness, and the flexibility to handle unforeseen circumstances |
| Proficient | Communicates a clear, consistent vision, creates buy-in, and reports outcomes effectively  
- Delegates and adjusts responsibilities to self and others based on the strengths and capacities of each team member  
- Serves as a role model by taking ownership of the entire project and desired goals |
| Approaching Proficiency | Communicates a vision, creates some buy-in, and reports outcomes  
- Delegates responsibilities to self and others  
- Strives to take ownership of the entire project and desired goals |
| Novice | - Developing the ability to lead and inspire others to achieve a common goal |

### Problem Solving
- **A measure of an individual's ability and willingness to apply logic and analytical skills to find answers to complex issues.**

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| Expert | Seeks and accepts feedback, self-reflects, and adapts accordingly  
- Creates processes that proactively address current and future problems |
| Proficient | Anticipates, defines, and addresses problems, solutions, and outcomes with persistence  
- Develops effective strategies using expanded and appropriate resources  
- Evaluates and communicates outcomes |
| Approaching Proficiency | Defines problems and potential solutions  
- Uses appropriate strategies and provided resources  
- Recognizes and communicates outcomes |
| Novice | - Developing the ability to identify problems and solutions |