

ComPM – final version

Individual competences (cognitive)

Flexibility

1. I can adapt to various project activities
2. I can work effectively in various project conditions
3. I am able to deal with unexpected situations
4. I am able to react in an appropriate way to changes in a project environment
5. I am able to respond to changing circumstances

Persistence

1. I do my best to meet the goals despite different obstacles
2. I am concentrated on project goals
3. I can focus on project objectives
4. I work hard to achieve project goals
5. I believe hard work brings rewards

Problem-solving

1. I am able to ponder on different ways of solving problems
2. I can take appropriate actions to solve problems
3. I am able to analyze a situation and come up with the best possible solution

Decision-making

1. I can make decisions on time
2. I can choose appropriate tools for making decisions
3. I can make decisions under uncertainty
4. I am able to gather relevant information during decision-making
5. I am able to make appropriate decisions for achieving goals

Planning and organizing

1. I am able to establish a work plan
2. I work according to schedules
3. I can plan actions successfully

4. I can organize my work

5. I can plan how to achieve project goals

Initiative

1. I am creative

2. I keep my eyes and my ears open for new ideas

3. I am able to come up with innovative solutions to achieve success

4. I can find new opportunities within and outside the project environment

Social competences

Leadership

1. I am able to motivate my team to undertake actions

2. I can give the feedback in regard to the execution of tasks

3. I set the clear objectives for the work of the team

4. I am able to build effective task-oriented teams for accomplishing objectives

5. I know how to build an efficient team

Teamwork

1. I share the team's successes with others

2. I am able to work within the team

3. I am able to establish good relationships with other people

4. I respect opinions presented by the project team members

5. I can be an active listener

Communication

1. I know the rules of an effective communication

2. I can structure my communication

3. I take into account the possible communication barriers

4. I check if others understood my message

5. I am able to highlight the key words in messages

Conflict management

1. I am objective in case of conflicts
2. I am able to find a solution which satisfies both parties of the conflict
3. I consider conflicts to be an inherent element of interpersonal relations

Negotiation

1. I know the rules of negotiations
2. I know negotiation techniques
3. I know how to build the climate for negotiations
4. I am able to influence the process of negotiation
5. I know basic rules of mediation

Professional competences

Promotion

1. I am able to prepare a project advertisement campaign
2. I am able to prepare a project promotion strategy
3. I define the creative line of the project promotion
4. I know how to reach the project target groups
5. I know how to attract the project target groups

Project environment

1. I can analyse the purpose of the project
2. I can set general objectives of the project
3. I can set specific objectives of the project
4. I can explain the added-value of the project
5. I can carry out the need analysis of the project

Financial Management and Accounting

1. I can control the project budget in the course of its implementation
2. I can calculate direct costs
3. I can monitor the changes of the project budget
4. I am aware of eligibility costs requirements
5. I am aware of sub-contracting requirements

| |
|----------------------------------|
| Monitoring and evaluation |
|----------------------------------|

- | |
|---|
| 1. I work with the tools used for project evaluation |
| 2. I can elaborate contingency plans |
| 3. I know tools for reporting project activities |
| 4. I use the results of monitoring and evaluation to resolve problems in a project |
| 5. I can establish the quality levels for each of the planned activities in a project |