

Self-Assessment

Did I ...	Yes	No
1. Build a collaborative relationship with the client(s)?	<input type="checkbox"/>	<input type="checkbox"/>
2. Manage my interactions with others?	<input type="checkbox"/>	<input type="checkbox"/>
3. Identify job performance needs?	<input type="checkbox"/>	<input type="checkbox"/>
4. Apply active listening techniques?	<input type="checkbox"/>	<input type="checkbox"/>
5. Ask performance-based questions?	<input type="checkbox"/>	<input type="checkbox"/>
6. Identify required job performance?	<input type="checkbox"/>	<input type="checkbox"/>
7. Identify actual job performance?	<input type="checkbox"/>	<input type="checkbox"/>
8. Handle resistance and challenges from the client?	<input type="checkbox"/>	<input type="checkbox"/>
9. Establish terms of reference with the client?	<input type="checkbox"/>	<input type="checkbox"/>
10. Collect job performance data?	<input type="checkbox"/>	<input type="checkbox"/>
11. Analyze job performance data?	<input type="checkbox"/>	<input type="checkbox"/>
12. Determine the causes of performance gaps?	<input type="checkbox"/>	<input type="checkbox"/>
13. Apply a range of analysis tools and techniques?	<input type="checkbox"/>	<input type="checkbox"/>
14. Guide the client through a decision-making process?	<input type="checkbox"/>	<input type="checkbox"/>
15. Recommend training solutions to performance needs?	<input type="checkbox"/>	<input type="checkbox"/>
16. Recommend non-training solutions to performance needs?	<input type="checkbox"/>	<input type="checkbox"/>
17. Write a report of findings and recommendations?	<input type="checkbox"/>	<input type="checkbox"/>
18. Adopt the most effective role during implementation?	<input type="checkbox"/>	<input type="checkbox"/>
19. Assist in the planning of performance solutions?	<input type="checkbox"/>	<input type="checkbox"/>
20. Assist in the implementation of performance solutions?	<input type="checkbox"/>	<input type="checkbox"/>
21. Measure the results of performance solutions?	<input type="checkbox"/>	<input type="checkbox"/>