COSM DAY 1 POST-SESSION ASSIGNMENT

ASSESS YOUR TECHNICAL/ PROFESSIONAL COMPETENCY LEVELS

Purpose: To encourage course participants to review session materials and to start implementing training objectives while the material is fresh

Objectives

- Assess your level of technical and professional competencies against those of executive safety managers and identify your top three (3) competencies which need strengthening. *(Competency Assessment Tool)*

- Develop a proposed plan for strengthening your three (3) competencies identified as having the greatest need for improvement. *(Online Form)*

Step-by-Step Directions

1. Go to https://cosstraining.org/resources/resources1/ and locate the "Post-Session Assignment" section.

2. Click on the link: Competencies Assessment Assignment

   NOTE: You will be taken to an online form that includes a Microsoft Excel document for you to download at the top.

3. Download and open the Competency Assessment Tool. You will need to complete this assessment prior to form submission.

   a. First, click on the instruction tab to review how to complete the assessment.
   b. Then, click on the 'TechProf' tab. Using the Career Progression Descriptors Table, rate each of the competencies shown.
   c. Next, determine the level of importance for each competency in the appropriate column.
   d. Then, using the summary tab determine the top three (3) competencies you need to strengthen.
   e. Finally, save your updated excel document with your name. (Be sure all fields are complete)

Step-by-Step Directions continued…

4. Upload your saved competency assessment Excel file.

5. Then, at the bottom of the form, sign using the "Signature" link and enter today's date.

6. Finally, click Submit.

Upon submission, our COSM Administrators and your instructor will receive a copy of your assignment for review. Once reviewed, you will receive an email letting you know whether or not your assignment has been accepted or rejected. If rejected, you will also receive feedback as to why your assignment had been rejected. Please follow any instructions provided in the email.

Competency Assessment Tool Example

1=not important
2=important
3=critical

Industrial hygiene and toxicology					
T1	Novice	Intermediate	Expert	Competence	Importance
Knowledge		x			3
Experience			x		
Current	x				
	1	2	3	67%	50%

Career Progression Descriptors

	AWARENESS LEVEL		
	Novice	Intermediate	Expert
Knowledge	None or limited knowledge of basic principles	Detailed knowledge of principles and applications Current with technology, methods, and potential business benefits	Complete and integrated knowledge of technical and business practices
Experience	Has not necessarily been a practitioner in this area.	Acquired experience in a wide range of areas	Many years served as an active practitioner on a global scale

How Active	Never active in the area.	Currently or recently active in the area	Continual practitioner with credentials or licensed

Online Form

COSM Essentials of Safety Management Assignment

You may start this assignment now and come back to it later by clicking "Save as Draft" at the bottom of the page.

Download the Competency Assessment Tool.

Follow the directions on the **Instructions Tab** of the file. Save the file on your computer before starting the assignment. Only complete the technical/professional tab for this assignment. Using the fields below, document the three competencies that show the greatest need for strengthening. For each of the three competencies, describe your proposed plans to strengthen each of them.

First Name *

Last Name *

Email *

Location of COSM Class *

Instructor *

Accepted or Rejected Feedback will be sent to the email address provided here.

Describe the plans you will implement to strengthen three competencies

1. Plan

Competency *

Describe your proposed plan to increase strength of the skills and knowledge for this competency *

2. Plan

Competency *

Describe your proposed plan to increase strength of the skills and knowledge for this competency *

Top 3 Competencies Needing Improvement and Plan for Strengthening

3. Plan

Competency *

Describe your proposed plan to increase strength of the skills and knowledge for this competency *

<u>Must</u> Upload Completed Excel File

Competency Assessment Tool *

Upload

Only Excel files ending in .xlsm .xls or .xlsx are accepted for this upload

Signature

Sign

Date

Date captured on form submission

Submit

Save as Draft