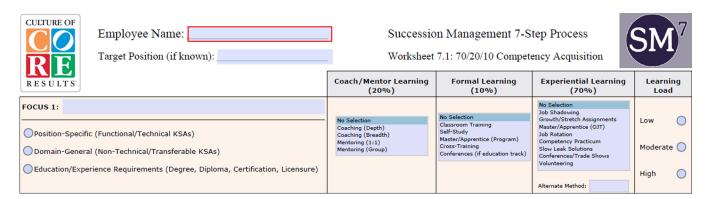
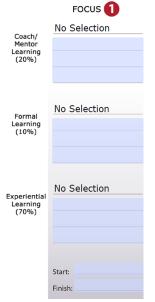
## 70/20/10 Competency Acquisition

On the worksheet, enter the Employee's Name (mandatory) and the Target Position (if known). The remaining areas on the 70/20/10 Competency Acquisition worksheet are:



- A) **FOCUS Areas:** Specify (in the space provided) the specific competency the employee needs to focus on. Each focus area is specific to one of three different learning categories. Select one.
- B) **70/20/10 Development Methods**. Using the 70/20/10 picklist (in each column), determine the most effective learning method(s) to address each of the specific FOCUS areas selected for this Learner. Combining methods is acceptable if the overall learning strategy doesn't overburden the Learner (see Learning Load below). Note: To select multiple items in each picklist, use CTRL-Click.
- C) **Learning Load**. The Learning Load ratings represent the combined difficulty (complexity) of the methods chosen to address each specific FOCUS area.

## Competency Acquisition Plan



If you've used the 70/20/10 Competency Acquisition worksheet, the Employee Name, Target Position (if known), and Focus areas auto-populate.

In the 4-column action plan area (see Focus 1 column depicted on left), a summary of your selections from the items in the various picklists on the worksheet is also provided for each of the 70/20/10 development methods.

Fill in the various steps the employee needs to take to successfully acquire the stated competency. The font size will auto-adjust to accommodate the detail necessary to ensure a comprehensive plan is described.

Use the Start and Finish fields to capture the desired time constraints.



Employee Name:	
1 2	

### Succession Management 7-Step Process



Target Position (if known): \_\_\_\_\_ Worksheet 7.1: 70/20/10 Competency Acquisition

RESULTS"	Coach/Mentor Learning (20%)	Formal Learning (10%)	Experiential Learning (70%)	Learning Load
FOCUS 1:				Low
Position-Specific (Functional/Technical KSAs)				LOW
Domain-General (Non-Technical/Transferable KSAs)				Moderate
Education/Experience Requirements (Degree, Diploma, Certification, Licensure)			Alternate Method:	High
FOCUS 2:				
Position-Specific (Functional/Technical KSAs)				Low
Domain-General (Non-Technical/Transferable KSAs)				Moderate
Education/Experience Requirements (Degree, Diploma, Certification, Licensure)				High
FOCUS 3:			Alternate Method:	
Position-Specific (Functional/Technical KSAs)				Low
Domain-General (Non-Technical/Transferable KSAs)				Moderate
Education/Experience Requirements (Degree, Diploma, Certification, Licensure)			Alternate Method:	High
FOCUS 4:			Attende Petrou.	
Position-Specific (Functional/Technical KSAs)				Low
Domain-General (Non-Technical/Transferable KSAs)				Moderate
Education/Experience Requirements (Degree, Diploma, Certification, Licensure)				
Education, Experience requirements (Degree, Diploma, Certification, Electione)			Alternate Method:	High

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# 70/20/10

#### Competency Acquisition Plan: Phase -

RESU	Developm SM	Employee Name Target Position		<u>1</u> 2
FOCUS	4			
FOCUS	3			
FOCUS	2			
FOCUS	<b>1</b>			
	FOCUS 1	FOCUS 2	FOCUS 3	FOCUS 4
Coach/ Mentor Learning (20%)				
Formal Learning (10%)				
Experiential Learning (70%)				
	Start:	Start:	Start:	Start:
	Finish:	Finish:	Finish:	_ Finish: