





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:

	Employee Name: <input type="text"/>	Succession Management 7-Step Process												
	Target Position (if known): <input type="text"/>	Worksheet 7.1: 70/20/10 Competency Acquisition												
<table border="1"> <thead> <tr> <th>FOCUS 1: <input type="text"/></th> <th>Coach/Mentor Learning (20%)</th> <th>Formal Learning (10%)</th> <th>Experiential Learning (70%)</th> <th>Learning Load</th> </tr> </thead> <tbody> <tr> <td> <input type="radio"/> Position-Specific (Functional/Technical KSAs) <input type="radio"/> Domain-General (Non-Technical/Transferable KSAs) <input type="radio"/> Education/Experience Requirements (Degree, Diploma, Certification, Licensure) </td> <td> No Selection Coaching (Depth) Coaching (Breadth) Mentoring (1:1) Mentoring (Group) </td> <td> No Selection Classroom Training Self-Study Master/Apprentice (Program) Cross-Training Conferences (if education track) </td> <td> No Selection Job Shadowing Growth/Stretch Assignments Master/Apprentice (OJT) Job Rotation Competency Practicum Slow Leak Solutions Conferences/Trade Shows Volunteering Alternate Method: <input type="text"/> </td> <td> Low <input type="radio"/> Moderate <input type="radio"/> High <input type="radio"/> </td> </tr> </tbody> </table>					FOCUS 1: <input type="text"/>	Coach/Mentor Learning (20%)	Formal Learning (10%)	Experiential Learning (70%)	Learning Load	<input type="radio"/> Position-Specific (Functional/Technical KSAs) <input type="radio"/> Domain-General (Non-Technical/Transferable KSAs) <input type="radio"/> Education/Experience Requirements (Degree, Diploma, Certification, Licensure)	No Selection Coaching (Depth) Coaching (Breadth) Mentoring (1:1) Mentoring (Group)	No Selection Classroom Training Self-Study Master/Apprentice (Program) Cross-Training Conferences (if education track)	No Selection Job Shadowing Growth/Stretch Assignments Master/Apprentice (OJT) Job Rotation Competency Practicum Slow Leak Solutions Conferences/Trade Shows Volunteering Alternate Method: <input type="text"/>	Low <input type="radio"/> Moderate <input type="radio"/> High <input type="radio"/>
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- 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

FOCUS 1

Coach/Mentor Learning (20%)

Formal Learning (10%)

Experiential Learning (70%)

Start:

Finish:

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: _____

Target Position (if known): _____

Succession Management 7-Step Process

Worksheet 7.1: 70/20/10 Competency Acquisition



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



70/20/10
Development



Competency Acquisition Plan: Phase _____

Employee Name: _____

Target Position (if known): _____



FOCUS **4**

FOCUS **3**

FOCUS **2**

FOCUS **1**

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: _____