

FY22 Competencies

Updated: June 21, 2021

Defining behavior competencies: Competencies are behaviors necessary for a team member to successfully perform a role at Teaching Lab.

Organizational-wide competencies

All team members at Teaching Lab must demonstrate these competencies and observable behaviors.

1. **Integrity: Consistently fair, honest, and trustworthy**
 - a. Upholds and adheres to Teaching Lab codes of conduct and [values](#)
 - b. Demonstrates fairness, honesty, and trustworthiness
 - c. Shows consistency in words and actions
2. **Personal accountability: Accept personal responsibility in all circumstances**
 - a. Takes personal responsibility for job duties and performance
 - b. Admits mistakes and the impact they have in a challenging situations
 - c. Does not inappropriately divert blame toward others or toward circumstances
 - d. Employs strong project management skills, including “managing up”, to complete work in a timely and consistent manner
 - e. Adjusts behavior, work routines, and habits to meet a goal and/or changing circumstances
3. **Teamwork: Develop and maintain effective working relationships with team members**
 - a. Works effectively with people outside lines of formal authority to accomplish goals
 - b. Obtains cooperation from all team members necessary to achieve common and important goals
 - c. Effectively communicates concepts and ideas to team
 - d. Helps create and maintain strong morale, spirit, and a feeling of belonging on their team
4. **Cultural awareness and antiracism: Actively contribute to an antiracist and equitable culture**
 - a. Supports equitable and fair treatment, opportunity, and outcomes for all
 - b. Can recognize and speak about racial disparities and/or bias, both internally and externally
 - c. Critically reflects on their progress and intentionally works to sustain race equity and antiracism in operations and program
 - d. Willingly challenges practices or policies that may be exclusionary or inequitable
5. **Continuous learning: Actively work to continuously learn and improve**
 - a. Engages in ongoing, voluntary, and self-motivated pursuit of new knowledge and skills to achieve both professional and personal goals
 - b. Uses a combination of feedback, data and reflection to gain productive insights into personal strengths and areas of growth
 - c. Actively seeks feedback on both (communication and project management) style and performance
 - d. Reflects and learns from mistakes and failures

People manager-specific competency

This competency is required of all employees in a supervisory role.

6. **Effective management: Training, coaching, delegating, developing capabilities of, evaluating, and counseling direct reports**
 - a. Sets clear expectations for goals, scope, responsibilities, and timeline for the team and direct reports
 - b. Appropriately delegates to direct reports and encourages direct reports to resolve problems on their own
 - c. Provides direct, timely, and on-going feedback to all direct reports
 - d. Addresses performance and behavioral issues clearly, firmly and promptly
 - e. Recognizes and encourages behaviors that contribute to teamwork and accomplishing goals
 - f. Supports the development of all direct reports by providing avenues to improve their skills and competencies