

PROFESSIONAL DEVELOPMENT FOR MICRO BUSINESS AND SOLOPRENEURS

14 SKILLS, 3 LEVELS



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DIGITAL
BADGES BY
**LEARNING
VAULT**



INCEPTION
NETWORK AUSTRALIA

ACTION SKILLS BADGES

FOR MICRO-BUSINESS



THE 3 LEVELS

Capable

Practical real-world experience to identify patterns and establish priorities. Comfortably applies the 'rules', systematic approach in unfamiliar situations.

Proficient

Considerable practical experience to assess, and respond to situations in an increasingly intuitive and flexible way. seeks guidance when making important decisions.

Expertise

Extensive practical experience, big picture understanding and an eye for relevant detail. Refines patterns, concepts and principles, deciding which principles are applicable.

ACTION SKILLS

Digital Technologies

Understands the purposes, and key features of common digital systems and tools, adapting some functions to improve personal efficiency; Awareness of general design and new technologies with similar purposes; Troubleshoots issues and knows when to ask others for assistance.

Communication

Maintains online connections with others using a variety of digital tools to interact, collaborate and create; Uses online forums, blogs, and social networking sites to connect and discuss work-related issues, following online etiquette.

Collaboration

Uses procedures when responding to familiar problems; Applies formal problem-solving processes breaking complex issues into manageable; Seeks feedback or advice; Considers the effectiveness of a solution when it does not achieve intended outcomes.

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ACTION SKILLS

Problem Solving

Understands the importance of secure information and privacy, takes personal responsibility for identifying and managing risk factors; Recognises issues about the transparency and accessibility of information; identifies benefits and drawbacks, and takes steps to achieve positive outcomes.

Customer Focus

Evaluates the effectiveness of decisions and solution in terms of how well they met stated goals; Seeks to improve a future response; Reflect on the effectiveness of a selected problem-solving process.

**ARE YOU A
THINKER, A
PEOPLE PERSON,
OR AN
ACTION TAKER?**