

# PROFESSIONAL DEVELOPMENT FOR MICRO BUSINESS AND SOLOPRENEURS

14 SKILLS, 3 LEVELS



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DIGITAL  
BADGES BY  
**LEARNING  
VAULT**



**INCEPTION**  
NETWORK AUSTRALIA

**PERSONAL  
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.

## PERSONAL SKILLS

### Initiative

Automatically implements standard procedures, uses a formal decision-making process with support, setting or clarifying goals, gathering information, and identifying and evaluating several choices against a limited set of criteria

### Learning

Recognises the value of continuous improvement; Contributes to the design of new approaches; Recognises the value of seeking different perspectives; Adopts proposals and finds ways to make them work without radical change.

### Cultural Awareness

Uses familiar digital systems and tools to access, organise, analyse and display information; Accesses and filters information using search engines, data bases, or spreadsheets; Uses computer-based applications to present information.

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## PERSONAL SKILLS

### Ethics

Selects or supports new ideas to improve an aspect without radical change; May use a standard set of questions or criteria when deciding which ideas to adopt to fit immediate needs; Can it be adapted easily, Is it affordable?

### Empathy

Plans a range of tasks; Applies formal processes when planning more complex/unfamiliar tasks, producing plans reflecting awareness of time and resource constraints; making slight adjustments if necessary; Assesses effectiveness in terms of how well stated goals were achieved

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