

Reflecting on Instructional Designer Competencies

Documenting your level of competence in the Instructional Designer Standards

DIRECTIONS: Self-Assess your level of competence by marking whether you have developed: (1) informational knowledge [Info], (2) practice experience [Prac], (3) or full competency [Comp] for each of the Instructional Designer competencies and performance statements below. Provide a brief description of why you feel you are at this level and where you have developed this level of competences (e.g., specific course, work experience outside of IDD&E, etc). If you have no knowledge of the statement, then leave it blank for now. Be honest. It is very rare that any one person will be competent in ALL of these areas.

This document will eventually become part of your Master's Portfolio.

Competency / Performance Statement <small>E=essential, A=Advanced, M=Managerial</small>	Low Info 1	Med Prac 2	High Comp 3	Why this rating and where did you develop this level of competence?
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PROFESSIONAL FOUNDATIONS

1. Communicate effectively in visual, oral and written form. (E)				
a) Write and edit messages that are clear, concise, and grammatically correct (E)			X	I am careful with what I write and try to check everything before I send out my messages. Part of my job requires to be able to communicate effectively with other professionals in order to place students into internship, follow-up on them, and to intervene in the event of a conflict. This is a skills I that have refined over the years.
b) Deliver presentations that effectively engage audiences and communicate clear messages (E)			X	I love to teach and have been doing it for nearly 20 years with great results. Therefore, creating meaningful, effective, and engaging presentations is a skills I have learned throughout all these years.
c) Use active listening skills (E)			X	I like to actively listen. It helps me in my daily job performance. A good portion of my experience has been teaching people in need about different skills and knowledge. It has helped me to develop and use active listening to better help and deliver the best possible lessons.
d) Present written and oral messages that take into account the type of information being delivered and the diverse backgrounds, roles, and varied responsibilities of the audience (A)			X	I am good at delivering balanced messages. Being able to work with many immigrants from all around the world that are very diverse in many different ways, has helped me to find balance in my communication style with the purpose of not letting anyone behind
e) Facilitate meetings effectively (A)			X	I do not like to facilitate meetings, but I think do it well because I keep it focused and meaningful. It is part of my job to meet with other teachers and potential internship hostlers.
f) Use effective collaboration and consensus-building skills (A)			X	I am a good listener and communicator. I have developed this competencies though my experience as a vocational teacher I think it is essential for any collaboration
g) Use effective negotiation and conflict resolution skills (A)			X	I have had good results in my job and with my students while using negotiation and conflict resolution skills. Previous schooling has helped me to develop skills as well as my experience with students form different cultures.
h) Use effective questioning techniques (A)		X		I think this is a skill I have to work on. I use effective questions in specific situation that I have knowledge about, but I need to focus more in what it is important to ask in different situations.

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i) Solicit, accept, and provide constructive feedback (E)			X	I like to ask other people's opinions about my performance; it helps me to get better and know if I am on track. I also give constructive ideas if they are solicited. I have acquired this skills in my years of experience working with people as part of a team.
j) Disseminate status, summary, or action-oriented reports (A)		X		I need to continue working on this skill. I never have to do this type of report before this class. I think I did the required repair well, but I need more practice.
2. Apply research and theory to the discipline of instructional design.(A)				
a) Promote how instructional design research, theory, and practice literature may affect design practices in a given situation (A)		X		I need to continue learning and working more on this. I wasn't exposed to any of these before this class.
b) Explain key concepts and principles related to instructional design (E)		X		I think I can understand and explain the basics, but I need more practice. I wasn't never exposed before.
c) Apply results of instructional design research, theory, and practice (A)	X			I need more information and practice.
d) Apply concepts, techniques, and theories of other disciplines to learning and performance improvement (A)	X			I need more information and practice.
e) Apply systems thinking to instructional design and performance improvement projects (E)	X			This class gave me the opportunity to learn and experience some pieces of this competency, but I need more to feel conformable using it.

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PROFESSIONAL FOUNDATIONS (Continued)

3. Update and improve knowledge, skills, and attitudes pertaining to the instructional design process and related fields. (E)				
a) Participate in professional development activities (E)			X	I participated in in-house and State professional development as presenter and I have obtained good reviews. As part of my job I am required to participate in professional development activities.
b) Establish and maintain contacts with other professionals (E)			X	I think it is an important skills. I have developed it throughout employment and education.
c) Acquire and apply new technology skills in instructional design practice (E)			X	Technology is fascinating and one of my strengths. I acquired this skills though self-taught, school, and employment.
d) Document and disseminate work as a foundation for future efforts, publications, or professional presentations (D)		X		I know the bases, but I need to continue working on. I haven't had enough practice.
4. Apply data collection and analysis skills in instructional design projects. (A)				
a) Identify the data to be collected (A)		X		This course gave me the foundations, but I need more knowledge and practice.

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b) Use a variety of data collection tools and procedures (E)		X		This course gave me the foundations, but I need more knowledge and practice.
c) Apply appropriate data collection methodologies to needs assessment and evaluation (A)		X		This course gave me the foundations, but I need more knowledge and practice.
d) Use appropriate quantitative and/or qualitative analysis procedures in needs assessment and evaluation (A)		X		This course gave me the foundations, but I need more knowledge and practice.
5. Identify and respond to ethical, legal, and political implications of design in the workplace. (E)				
a) Identify ethical, legal, and political dimensions of instructional design practice and instructional products (A)		X		I know how to identify ethical, legal, and political rules and regulations, but I need more practice in the instructional design area.
b) Plan for and respond to ethical, legal, and political consequences of design decisions (A)		X		I need more knowledge and practice in the instructional design area.
c) Recognize and respect the intellectual property rights of others (E)			X	For me this an important rule to follow. I think part of this has been taught throughout the years of schooling and employment.
d) Adhere to regulatory guidelines and organizational policies (E)			X	I practice this competency. I learned it in my employment and school.
e) Comply with organizational and professional codes of ethics (E)			X	I practice this competency as well. I learned it in my employment and school.

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PLANNING AND ANALYSIS

6. Conduct a needs assessment in order to recommend appropriate design solutions and strategies (A)				
a) Identify varying perceptions of need among stakeholders and the implications of those perceptions (A)	X			I haven't been exposed to this competency enough. This training gave me foundations and some practice, but I need more.
b) Describe the nature of a learning or performance problem (E)		X		This skill is very useful for my job. This course gave me a better and refined version of what I learned during my years of experience. Need more practice.
c) Determine the root causes of identified discrepancies (A)		X		I had the opportunity to learn this skills and practice during class' projects, but I need more practice.
d) Synthesize findings to identify and recommend potential instructional and non-instructional solutions (A)		X		I had the opportunity to learn this skills and practice during class' projects, but I need more practice.
e) Estimate costs and benefits of possible solutions (A)	X			I haven't been exposed to this competency enough. This training gave me foundations and some practice, but I need more knowledge and practice.

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f) Prepare and disseminate a needs assessment report (A)		X		I had the opportunity to learn this skills and practice during class' projects, but I need more practice.
7. Identify and describe target population and environmental characteristics. (E)				
a) Determine characteristics of the target population that may impact the design and delivery of instruction (E)		X		I had the opportunity to learn this skills and practice during class' projects and previous professional presentations, but I need more practice.
b) Determine characteristics of the physical, social, political, and cultural environment that may influence learning, attitudes, and performance (A)		X		I had the opportunity to learn this skills and practice during class' project, but I need more practice.
c) Identify the infrastructure that is available to support the design and delivery of instruction (A)			X	This coursed gave me a better and refined version of what I have learned during my years of experience and previous professional presentations. I think it will be better form now on.
d) Determine the extent to which organizational mission, philosophy, and values may impact the design and delivery of instruction (A)		X		This class gave me the foundations and some good practice oppourtunities, but I need more.
e) Analyze, evaluate, and use learner profile data and environmental characteristics to design instruction (E)		X		This class gave me the foundations and provide the opportunity of practice, but I need more.
8. Select and use analysis techniques for determining instructional content. (E)				
a) Identify the scope of required content in accordance with needs assessment findings (E)		X		This class gave me the foundations and provide the opportunity of practice, but I need more.
b) Elicit, synthesize, and validate content from subject matter experts (E)	X			I need some more knowledge and practice.
c) Analyze existing instructional products to determine adequacy or inadequacy of content, instruction, and learning (E)	X			I need some more knowledge and practice.
d) Determine the breadth and depth of intended content coverage given instructional constraints (E)	X			I need some more knowledge and practice.
e) Determine subordinate and prerequisite skills and knowledge (E)	X			I need some more knowledge and practice.
f) Use appropriate techniques to analyze various types and sources of content (E)	X			I need some more knowledge and practice.
9. Analyze the characteristics of existing and emerging technologies and their potential use. (E)				
a) Describe the capabilities of existing and emerging technologies required to enhance the impact of instruction (E)			X	This class gave me the foundations and provide the opportunity of practice. I also use this competency to prepare in-house professional development trainings.
b) Evaluate the capacity of given instructional and learning environments to support selected technologies (A)			X	I had the opportunity to learn and perform this competency in my current job.

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c) Assess the benefits and limitations of existing and emerging technologies (A)			X	I had the opportunity to learn and perform this competency in my current job.
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DESIGN AND DEVELOPMENT

10. Use an instructional design and development process appropriate for a given project. (E)				
a) Select or create an instructional design process based the nature of the project (E)	X			This course provided me with the foundations, but I need more knowledge and practice.
b) Modify the instructional design process as project parameters change (A)	X			This course provided me with the foundations, but I need more knowledge and practice.
c) Describe a rationale for the selected, created or modified instructional design process (A)	X			This course provided me with the foundations, but I need more knowledge and practice.
11. Organize instructional programs and/or products to be designed, developed, and evaluated. (E)				
a) Determine the overall scope of instructional programs and/or products (A)	X			This course provided me with the foundations, but I need more knowledge and practice.
b) Identify and sequence instructional goals (E)		X		This course provided me with the foundations, but I need more knowledge and practice.
c) Specify and sequence the anticipated learning and performance outcomes (E)		X		This course provided me with the foundations, but I need more knowledge and practice.
12. Design instructional interventions. (E)				
a) Identify instructional strategies that align with instructional goals and anticipated learning outcomes (E)		X		This course provided me with the foundations, but I need more knowledge and practice.
b) Apply appropriate interaction design and interactive learning principles (E)		X		This course provided me with the foundations, but I need more knowledge and practice.
c) Use appropriate message and visual design principles (E)		X		This course provided me with the foundations, but I need more knowledge and practice.
d) Apply appropriate motivational design principles (E)	X			I need information and practice.
e) Accommodate social, cultural, political, and other individual factors that may influence learning (E)			X	While planning lessons, I have to have all these pieces in mind. I obtain this skill in previous school and daily job performance.
f) Select appropriate technology and media to enhance instructional interventions, taking into account theory, research, and practical factors (E)		X		This course provided me with the foundations and I also select appropriate technology to enhance my classes, but I need more knowledge and practice.

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13. Plan non-instructional interventions. (A)				
a) Identify which, if any, non-instructional interventions are appropriate (e.g., performance support, knowledge management, personnel selection, job redesign, incentive systems) (A)		X		This course provided me with the foundations, but I need more knowledge and practice.
b) Justify why non-instructional interventions are appropriate (A)		X		This course provided me with the foundations, but I need more knowledge and practice.
c) Create design specifications for non-instructional interventions (A)		X		This course provided me with the foundations, but I need more knowledge and practice.
14. Select or modify existing instructional materials. (E)				
a) Identify and select materials that support the content analyses, proposed technologies, delivery methods, and instructional strategies (E)		X		This course provided me with the foundations, but I need more knowledge and practice.
b) Conduct cost-benefit analyses to decide whether to use or modify existing materials (A)	X			This course provided me with the foundations, but I need more knowledge and practice.
c) Validate selection or modification of existing instruction (A)	X			This course provided me with the foundations, but I need more knowledge and practice.
d) Integrate existing instructional materials into the design (E)	X			This course provided me with the foundations, but I need more knowledge and practice.

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DESIGN AND DEVELOPMENT (Continued)

15. Develop instructional materials. (E)				
a) Develop specifications that serve as the basis for media production (E)		X		This course provided me with the foundations, but I need more knowledge and practice.
b) Produce instructional materials in a variety of delivery formats (E)	X			This course provided me with the foundations, but I need more knowledge and practice.
c) Develop materials that align with the content analyses, proposed technologies, delivery methods, and instructional strategies (E)		X		This course provided me with the foundations, but I need more knowledge and practice.
d) Collaborate with production specialists (E)	X			This course provided me with the foundations, but I need more knowledge and practice.
16. Design learning assessment (A).				
a) Identify the learning processes and outcomes to be measured (E)		X		This course provided me with the foundations, but I need more knowledge and practice.
b) Construct reliable and valid methods of assessing learning and performance (A)	X			This course provided me with the foundations, but I need more knowledge and practice.

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c) Ensure that assessment is aligned with instructional goals, anticipated learning outcomes, and instructional strategies (E)		X		This course provided me with the foundations, but I need more knowledge and practice.
EVALUATION AND IMPLEMENTATION				
17. Evaluate instructional and non-instructional interventions. (A)				
a) Design evaluation plans (A)		X		This course provided me with the foundations, but I need more knowledge and practice.
b) Implement formative evaluation plans (E)	X			This course provided me with the foundations, but I need more knowledge and practice.
c) Implement summative evaluation plans (E)	X			This course provided me with the foundations, but I need more knowledge and practice.
d) Prepare and disseminate evaluation report (A)	X			This course provided me with the foundations, but I need more knowledge and practice.
18. Revise instructional and non-instructional solutions based on data. (E)				
a) Identify product and program revisions based on review of evaluation data (A)	X			This course provided me with the foundations, but I need more knowledge and practice.
b) Revise the delivery process based on evaluation data (E)	X			This course provided me with the foundations, but I need more knowledge and practice.
c) Revise products and programs based on evaluation data (E)	X			This course provided me with the foundations, but I need more knowledge and practice.
19. Implement, disseminate, and diffuse instructional and non-instructional interventions. (A)				
a) Create a vision of change that aligns learning and performance goals with organizational goals (M)		X		This course provided me with the foundations, but I need more knowledge and practice.
b) Plan for the implementation of the interventions (A)		X		This course provided me with the foundations, but I need more knowledge and practice.
c) Plan for the dissemination of the interventions (M)		X		This course provided me with the foundations, but I need more knowledge and practice.
d) Plan for the diffusion of the interventions (M)		X		This course provided me with the foundations, but I need more knowledge and practice.
e) Disseminate the interventions (A)		X		This course provided me with the foundations, but I need more knowledge and practice.
f) Monitor implementation, dissemination, and diffusion progress (M)		X		This course provided me with the foundations, but I need more knowledge and practice.
g) Identify required modifications to implementation, dissemination, and diffusion processes (A)	X			This course provided me with the foundations, but I need more knowledge and practice.

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MANAGEMENT				
20. Apply business skills to managing the instructional design function. (M)				
a) Align instructional design efforts with organization's strategic plans and tactics (M)	X			This course provided me with the foundations, but I need more knowledge and practice.
b) Establish standards of excellence for the instructional design function (M)	X			This course provided me with the foundations, but I need more knowledge and practice.
c) Develop a business case to promote the critical role of the instructional design function (M)	X			This course provided me with the foundations, but I need more knowledge and practice.
d) Recruit, retain, and develop instructional design personnel (M)	X			This course provided me with the foundations, but I need more knowledge and practice.
e) Develop financial plans and controls for the instructional design function (M)	X			This course provided me with the foundations, but I need more knowledge and practice.
f) Obtain and maintain management and stakeholder support for the design function (f)	X			This course provided me with the foundations, but I need more knowledge and practice.
g) Market instructional design services and manage customer relations (M)	X			This course provided me with the foundations, but I need more knowledge and practice.
21. Manage partnerships and collaborative relationships. (M)				
a) Identify stakeholders and the nature of their involvement (A)	X			This course provided me with the foundations, but I need more knowledge and practice.
b) Build and promote effective relationships between the design team and stakeholders (M)	X			This course provided me with the foundations, but I need more knowledge and practice.
c) Manage cross functional teams (M)	X			This course provided me with the foundations, but I need more knowledge and practice.
d) Conduct project reviews with design team members and stakeholders (M)	X			This course provided me with the foundations, but I need more knowledge and practice.
22. Plan and manage instructional design projects. (A)				
a) Establish project scope and goals (A)		X		This course provided me with the foundations, but I need more knowledge and practice. I have learn how to establish project scope and goals my job.
b) Write proposals for instructional design projects (A)	X			This course provided me with the foundations, but I need more knowledge and practice.
c) Use a variety of planning and management tools for instructional design projects (A)		X		This course provided me with the foundations, but I need more knowledge and practice General planning and management tools I have learned in my job.

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d) Allocate resources to support the project plan (M)	X			This course provided me with the foundations, but I need more knowledge and practice.
e) Manage multiple priorities to maintain project time line (M)			X	This course provided me with the foundations, but I need more knowledge and practice in the area of ID. I have learn general skills to manage multiple priorities to maintain projects timeline in my current employment.
f) Identify and resolve project issues (M)				This course provided me with the foundations, but I need more knowledge and practice in the area of ID. I have learn general skills to identify and resolve projects issues in my current employment.