

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?
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	It is not a hidden fact that as and ESL learner writing clear, concise, and grammatically correct messages is not an easy task. It all depends who is reading it and how well people understand this fact. From my end, I keep learning to become proficient in English. I also proofread all I write using different methods.
b) Deliver presentations that effectively engage audiences and communicate clear messages (E)			X	I love teaching. I think it is a skill I have developed during the time I formally taught. This skill, a way of engaging people through teachings, I also employ during presentations. During the IDD&E Program I had the opportunity to take my presentation style to another level. Gaining audience attention, communicate clear messages, and prompt interaction is what I work for while presenting.
c) Use active listening skills (E)			X	I am a good listener, but there is always room for improvement and more when all the results of my work depend on my listening and comprehension. For an IDDE professional, I believe this is a critical skill that should be always in development. During group-projects, I could experience how information can be interpreted in different ways depending on cultural differences, language, and previous knowledge. Constantly making sure that what I heard is what the client is looking for, it is my goal.
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 think this skill is better than before, but I am still in the process of getting to know the Higher education environment in which I am working now. During the IDD&E courses I had the opportunity to develop written and oral messages for the classroom audience and they were successful, but real life takes much more into account.
e) Facilitate meetings effectively (A)			X	I developed skills in facilitating meetings effectively in my previous employment. I also had the opportunity to reinforce and learn more about the 'does and don'ts during the IDDE courses.
f) Use effective collaboration and consensus-building skills (A)			X	I also developed skills in this area in my previous teaching role. But during many of the F2F and online group work, I believe that these skills solidified much more because of the diversity of background knowledge and culture of the participant students.
g) Use effective negotiation and conflict resolution skills (A)			X	I brought into the IDD&E basic knowledge and skills in this topic, but I through group projects and documentation I had the opportunity enhance these skills.
h) Use effective questioning techniques (A)			X	I think these skills are somehow part of the negotiation and conflict resolution set of skills as well as part of the active listening and problem solving. Once more, very well practiced during the multiple group projects.

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i) Solicit, accept, and provide constructive feedback (E)			X	I learned from a very young age that, as social-human-being that we are, soliciting, accepting, and providing constructive feedback let us become better professionals and provide better guidance to others. These are skills I am always practicing.
j) Disseminate status, summary, or action-oriented reports (A)			X	I didn't have any experience before getting into the IDD&E program. I think I have a good understanding of how to do these actions and some acquired some experience through the program. I need to expose more to it to say I am competent in these skills.
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	During the first courses of the program, I learn the connections between the instructional design background research, theory and practice and my previous studies; it all made perfect sense. Besides, I had the opportunity to experience these skills in the instructional designer context through class activities and group projects. Since then, I have been promoting how these affect design practices in different situations. What I found so far, it that it is hard to convince people to believe this is the way instruction should be approach and the way we, IDD&E people do it. I need more exposure.
b) Explain key concepts and principles related to instructional design (E)			X	I learned during instruction and class projects and I am able to explain it to others.
c) Apply results of instructional design research, theory, and practice (A)			X	I learned during instruction and class projects and I am able to apply them. I need more experience.
d) Apply concepts, techniques, and theories of other disciplines to learning and performance improvement (A)			X	I learned during instruction and class projects and I am able to apply them. I need more experience.
e) Apply systems thinking to instructional design and performance improvement projects (E)			X	I learned during instruction and class projects and I am able to apply them. I need more experience.

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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 haven't participated in any yet, but I am planning to.
b) Establish and maintain contacts with other professionals (E)			X	Yes, I continue in contact and developing other relations with IDD&E professionals.
c) Acquire and apply new technology skills in instructional design practice (E)			X	I have learned new technology skills and I am applying them in the small projects I am involved in.
d) Document and disseminate work as a foundation for future efforts, publications, or professional presentations (D)	X			I am documenting what IDD&E skills and knowledge I am applying in my current job, but nothing concretes yet.
4. Apply data collection and analysis skills in instructional design projects. (A)				<i>NOTE: From this point on, my answers are the same.</i>
a) Identify the data to be collected (A)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
b) Use a variety of data collection tools and procedures (E)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
c) Apply appropriate data collection methodologies to needs assessment and evaluation (A)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
d) Use appropriate quantitative and/or qualitative analysis procedures in needs assessment and evaluation (A)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
5. Identify and respond to ethical, legal, and political implications of design in the workplace. (E)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
a) Identify ethical, legal, and political dimensions of instructional design practice and instructional products (A)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
b) Plan for and respond to ethical, legal, and political consequences of design decisions (A)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
c) Recognize and respect the intellectual property rights of others (E)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
d) Adhere to regulatory guidelines and organizational policies (E)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
e) Comply with organizational and professional codes of ethics (E)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.

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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 learned what is required during instruction and class projects and I am able to apply them. I need more experience.
b) Describe the nature of a learning or performance problem (E)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
c) Determine the root causes of identified discrepancies (A)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
d) Synthesize findings to identify and recommend potential instructional and non-instructional solutions (A)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
e) Estimate costs and benefits of possible solutions (A)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
f) Prepare and disseminate a needs assessment report (A)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
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 learned what is required during instruction and class projects and I am able to apply them. I need more experience.
b) Determine characteristics of the physical, social, political, and cultural environment that may influence learning, attitudes, and performance (A)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
c) Identify the infrastructure that is available to support the design and delivery of instruction (A)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
d) Determine the extent to which organizational mission, philosophy, and values may impact the design and delivery of instruction (A)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
e) Analyze, evaluate, and use learner profile data and environmental characteristics to design instruction (E)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
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		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
b) Elicit, synthesize, and validate content from subject matter experts (E)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
c) Analyze existing instructional products to determine adequacy or inadequacy of content, instruction, and learning (E)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
d) Determine the breadth and depth of intended content coverage given instructional constraints (E)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
e) Determine subordinate and prerequisite skills and knowledge (E)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.

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f) Use appropriate techniques to analyze various types and sources of content (E)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
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		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
b) Evaluate the capacity of given instructional and learning environments to support selected technologies (A)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
c) Assess the benefits and limitations of existing and emerging technologies (A)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.

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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 on the nature of the project (E)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
b) Modify the instructional design process as project parameters change (A)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
c) Describe a rationale for the selected, created or modified instructional design process (A)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
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		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
b) Identify and sequence instructional goals (E)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
c) Specify and sequence the anticipated learning and performance outcomes (E)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
12. Design instructional interventions. (E)				
a) Identify instructional strategies that align with instructional goals and anticipated learning outcomes (E)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
b) Apply appropriate interaction design and interactive learning principles (E)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
c) Use appropriate message and visual design principles (E)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
d) Apply appropriate motivational design principles (E)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
e) Accommodate social, cultural, political, and other individual factors that may influence learning (E)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
f) Select appropriate technology and media to enhance instructional interventions, taking into account theory, research, and practical factors (E)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
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		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
b) Justify why non-instructional interventions are appropriate (A)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
c) Create design specifications for non-instructional interventions (A)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
14. Select or modify existing instructional materials. (E)				

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a) Identify and select materials that support the content analyses, proposed technologies, delivery methods, and instructional strategies (E)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
b) Conduct cost-benefit analyses to decide whether to use or modify existing materials (A)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
c) Validate selection or modification of existing instruction (A)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
d) Integrate existing instructional materials into the design (E)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.

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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		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
b) Produce instructional materials in a variety of delivery formats (E)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
c) Develop materials that align with the content analyses, proposed technologies, delivery methods, and instructional strategies (E)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
d) Collaborate with production specialists (E)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
16. Design learning assessment (A).				
a) Identify the learning processes and outcomes to be measured (E)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
b) Construct reliable and valid methods of assessing learning and performance (A)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
c) Ensure that assessment is aligned with instructional goals, anticipated learning outcomes, and instructional strategies (E)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
EVALUATION AND IMPLEMENTATION				
17. Evaluate instructional and non-instructional interventions. (A)				
a) Design evaluation plans (A)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
b) Implement formative evaluation plans (E)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
c) Implement summative evaluation plans (E)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
d) Prepare and disseminate evaluation report (A)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
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		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
b) Revise the delivery process based on evaluation data (E)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
c) Revise products and programs based on evaluation data (E)		X		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
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		I learned what is required during instruction and class projects and I am able to apply them. I need more experience.

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b) Plan for the implementation of the interventions (A)		X	I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
c) Plan for the dissemination of the interventions (M)		X	I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
d) Plan for the diffusion of the interventions (M)		X	I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
e) Disseminate the interventions (A)		X	I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
f) Monitor implementation, dissemination, and diffusion progress (M)		X	I learned what is required during instruction and class projects and I am able to apply them. I need more experience.
g) Identify required modifications to implementation, dissemination, and diffusion processes (A)		X	I learned what is required during instruction and class projects and I am able to apply them. I need more experience.

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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		
b) Establish standards of excellence for the instructional design function (M)		X		
c) Develop a business case to promote the critical role of the instructional design function (M)		X		
d) Recruit, retain, and develop instructional design personnel (M)		X		
e) Develop financial plans and controls for the instructional design function (M)		X		
f) Obtain and maintain management and stakeholder support for the design function (f)		X		
g) Market instructional design services and manage customer relations (M)		X		
21. Manage partnerships and collaborative relationships. (M)				
a) Identify stakeholders and the nature of their involvement (A)		X		
b) Build and promote effective relationships between the design team and stakeholders (M)		X		
c) Manage cross functional teams (M)		X		
d) Conduct project reviews with design team members and stakeholders (M)		X		
22. Plan and manage instructional design projects. (A)				
a) Establish project scope and goals (A)		X		
b) Write proposals for instructional design projects (A)		X		
c) Use a variety of planning and management tools for instructional design projects (A)		X		
d) Allocate resources to support the project plan (M)		X		
e) Manage multiple priorities to maintain project time line (M)		X		
f) Identify and resolve project issues (M)		X		