NOSS MATRIX FOR : CORE ABILITIES (Z-009-3) LEVEL 3

CORE ABILITY PROFILE / MODULE				Data Processing & Information Compiling	Job Performance	Provide Training	Teamwork Development	Work Implementation	Customer Relations
GROUP NO.	**GROUP**	**ABILITY NO**	**ABILITIES**	**M01**	**M02**	**M03**	**M04**	**M05**	**M06**
01	LOCATE AND PROCESS INFORMATION	01.07	Utilize database applications to locate and process information	■					
		01.08	Utilize spreadsheets applications to locate and process information	■					
		01.09	Utilize business graphic application to process information	■					
		01.10	Apply a variety of mathematical techniques	■					
		01.11	Apply thinking skills and creativity					■	
02	EXCHANGE / COMMUNICATE INFORMATION	02.09	Prepare flowcharts	■					
		02.10	Prepare reports and instructions	■					
		02.11	Convey information and ideas to people				■		
03	WORK AND INTERACT WITH PEOPLE	03.09	Manage and improve performance of individuals		■				
		03.10	Provide consultation and counselling		■				
		03.11	Monitor and evaluate performance of human resources		■				
		03.12	Provide coaching/ on-the job training			■			
		03.13	Develop and maintain team harmony and resolve conflicts				■		
		03.14	Facilitate and coordinate teams and ideas				■		
		03.15	Liase to achieve identified outcomes						■
		03.16	Identify and assess client/customer needs						■
		03.17	Identify staff training needs and facilitate access to training			■			
04	PLAN AND ORGANIZE WORK ACTIVITIES	04.06	Allocate work					■	
		04.07	Negotiate acceptance and support for objectives and strategies					■	
05	MANAGE RESOURCES	05.01	Implement project/work plans					■	
		05.02	Inspect and monitor work done and/or in progress					■	
06	WORK WITHIN AND WITH SYSTEMS	06.07	Develop and maintain networks				■		
07									