



Leading others:

Managing teams using the Penn Medicine Competency Model





Organizational Savvy **Drives Vision and Purpose** Strategic Mindset

Drives Engagement Optimizes Work Processes Develops Talent Plans and Aligns Directs Work

Attracts Top Talent **Builds Effective Teams** Business and Financial Acumen Manages Innovation and Change

Persuades **Builds Networks** Balances Stakeholders

Courage **Decision Quality**

Manages Conflict Tech Savvy Self-Development **Manages Ambiguity**

Being Resilient Nimble Learning Interpersonal Savvy

Penn Medicine Competency <u>Model</u> Download

COMPASSIONATE Instills Trust Values Differences

PRESENT Patient/Customer Focused

EMPOWERED Critical Thinking and Problem Solving

COLLABORATIVE Collaborates Communicates Effectively

ACCOUNTABLE **Ensures Accountability** Demonstrates Self-Awareness

Penn Medicine Behavioral Competency Model

5

Driving strategy and organizational change across the system

4

Managing people and processes

3

Effectively navigating across the system and using expertise to influence positive outcomes

2

Demonstrating a focus on continual learning and ability to employ advanced teaming skills

Renn Medicine

COMPETENCY MODEL

Providing excellent service and support to our patients, customers and team

Rubrics allow you to assess the degree of proficiency for each behavioral competency

Rubric (noun): refers to both the definition of the competency and the associated scale

Collaborates: Building partnerships and working collaboratively with others to meet shared objectives.		
Needs Development	Skilled	Talented
 Overlooks opportunities to work collaboratively with others Values own interests above others Shuts down lines of communication across groups Prefers to work alone and be accountable for individual contributions 	 Works collaboratively with others across the organization to achieve shared objectives Represents own interests while being fair to others and their areas Partners with others to get the work done Credits others for their contributions and accomplishments Gains support of others 	 Models collaboration across the organization Facilitates an open dialogue with a wide variety of contributors and stakeholders Balances own interests with others Promotes high visibility of shared contributions to goals Is very committed to collaboration and partners with unwavering support

Microlearning: Using the Penn Medicine Rubric

Job Aid: Penn Medicine Rubric

Job Aid: Penn Medicine Rubric Levels 1 - 5

Developmental difficulty is influenced by factors such as personality, genetics and skill complexity

- Directs Work
- Ensures
 Accountability
- Communicates Effectively
- Decision Quality
- Collaborates

- Plans & Aligns
- Patient / Customer
 Focus
- Tech Savvy
- Instills Trust

- Drives Engagement
- Optimizes Work Processes
- Attracts Top Talent
- Business & Financial Acumen
- Demonstrates Self-Awareness
- Nimble Learning
- Being Resilient
- Self-Development
- Critical Thinking & Problem Solving

- Courage
- Develops
 Talent
- Drives Vision & Purpose
- Organizational Savvy
- Persuades
- Values
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- Interpersonal Savvy

- Manages Conflict
- Builds Networks
- Strategic Mindset
- Manages Ambiguity
- Manages Innovation & Change
- Builds Effective Teams

Easy

Challenging

Role: Finance Manager

Responsibilities:

- Manage a challenging team of analysts
- Oversee new system implementation
- Communicate progress
- Conduct presentations

Consider developmental difficulty when picking critical competencies for job success

Developmental difficulty is influenced by factors such as personality, genetics and skill complexity

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Competencies:

- Manages Innovation and Change
- Develops Talent
- Optimizes WorkProcesses
- Tech Savvy
- Communicates Effectively

Candidate 1:

- ✓ Manages Innovation and Change
- ✓ Develops Talent
- ✓ Tech Savvy
- → Verbal presentation was AWFUL

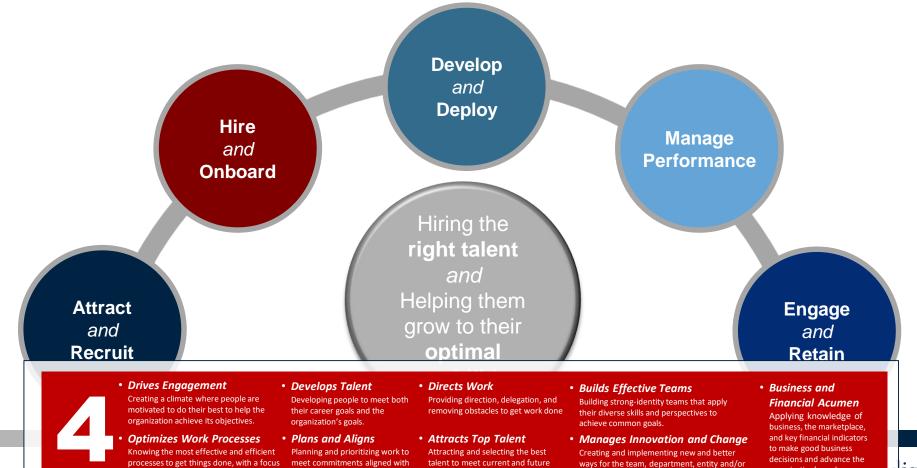
Candidate 2:

- ✓ Develops Talent
- ✓ Optimizes Work Processes
- ✓ Tech Savvy
- ✓ Communicates Effectively
- → Did not demonstrate ability to lead change

Consider developmental difficulty when picking critical competencies for job success



Behavioral competencies are critical to all aspects of talent management



business needs

organizational goals

on continuous improvement.

organization's goals

organization to be successful

Managing using behavioral competencies: *Feedback*

Engage and Retain

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Managing using behavioral competencies: *Feedback*

Engage and Retain

Studies show that *giving feedback, both positive and constructive, increases engagement*; engagement is said to have a relationship with outcomes and patient experience.







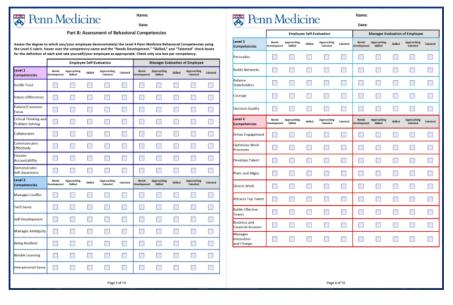
Pathway: I want to promote a more feedback rich environment within my team

Microlearning: Creating a Feedback Rich Environment

Job Aid: Giving Feedback
Job Aid: Soliciting Feedback
Job Aid: Receiving Feedback

Managing using behavioral competencies: Performance Reviews





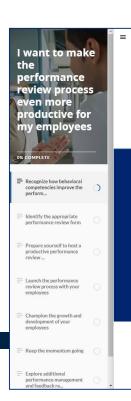


<u>Pathway</u>: I want to make the performance review process even more productive for my employees

<u>Microlearning</u>: Using Competencies During Performance Reviews

Job Aid: Giving performance feedback

Assessment: Penn Medicine Competency Assessment



Recognize how behavioral competencies improve the performance review process



Behavioral Competencies define "how" the work gets done. They are measurable, observable, can be developed and contribute to on-the-job success.

Managing using behavioral competencies: **Development**

Develop and **Deploy**



real time performance and developmental feedback is provided to the employee and team. Developing others is another crucial opportunity for you as a manager. With so much going on, it's easy to have developing others fall to a lower priority. However, it's critical for your success. Helping employees develop the technical competencies (what gets done) and the behavioral competencies (how it gets done) to advance is an essential aspect of being an effective leader.

As a manager, you have a variety of opportunities to provide developmental feedback to those you manage

Defining development feedback:

- Has a long-term goal focus (months/years).
- · Builds on strengths, skills and competencies over time.
- Focuses on future goals, career development and succession planning.
- Provides developmental coaching opportunities.
- Prevents bad habits from forming.

Developmental feedback differs from performance feedback, which focuses on continuing to improve skills and competencies that impact performance. It also differs from real time feedback which is immediate and takes place right away or shortly after an observation









Tool: Development Planning

Job Aid: Giving Feedback for Development

 On the job assignment ideas

Tools for Managers → Tools for Individual Contributors Penn Medicine Competency Model

Reading materials

 LinkedIn online learning

 PMA courses, microlearnings & tools



Managing using behavioral competencies:

Development

Candidate 1:

- Manages Innovation and Change
- **Develops Talent**
- **Tech Savvy**
- Verbal presentation was AWFUL

Tool: Development Planning

Job Aid: Giving Feedback for Development

Manager's full name

Gretchen Kolb

Competency

Communicates Effectively (Level 1)

Development goal details

I would like to improve my verbal communication skills to be able to effectively deliver complex information to a diverse group of stakeholders

Competency level rating

Communicates Effectively: Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.

I Need Development

- Has difficulty communicating clear written and verbal messages
- · Tends to always communicate the same way without adjusting to diverse audiences
- . Doesn't take the time to listen or understand other's viewpoints
- . Doesn't consistently share information others need to do their job

Development Activities

Activity Type

On-the-Job Development

On-the-Job Development Topics

Lead or join a team charged with communicating a change initiative in your unit/function. Think carefully about the challenging messages that need to be conveyed and plan how you will cover them clearly and succinctly. Seek feedback.

Feedback Source

My manager

Timeframe for Completion

June 1, 2021

Describe your action steps

1. I will create a communication plan about our project milestones for the new finance system implementation 2. I will record myself on bluejeans and practice the presentation 3. I will practice this presentation with my manager 4. I will deliver the presentation to the steering committee 5. I will ask for feedback from 1 - 2 committee members

Progress Notes

Manager's Comments

Develop and **Deploy**



Managing using behavioral competencies: *Interviewing*

Attract and Recruit

Tell me about a time where you had to figure out – on your own – how to solve a problem

Nimble Learning

I see you are an expert in quantum physics. Pretend I have no idea what it is. Explain it to me.

Communicates Effectively

When was the last time you failed?

Demonstrates Self-Awareness

Managing using behavioral competencies: Interviewing

Demonstrates Self-Awareness: Using a combination of feedback and reflection to gain productive insight into personal strengths and weaknesses. Probes Behavioral Questions (Choose one) Anchors 1. Tell me about a time when you If person cannot come up with an Negative... example, ask them to think about a received negative or constructive ✓ Unable to describe his/her strengths and weaknesses feedback and you used that former work or school experience. ✓ Doesn't reflect on own behavior/actions information to make a change.

- 2. Tell me about a time when you asked someone for feedback.
- 3. Tell me about a time when you were surprised by the way someone reacted to you.
- 4. Tell me about a time when you should have handled a situation differently.

- What was the situation?
- How did you approach the situation?
- □ Why did you select that approach?
- □ What were the results?
 - If that situation were to occur again, how would you handle it differently?
- □ What made your approach successful?
- □ What did you take away from the situation?
- How have you used those lessons in a different situation?

- ✓ Doesn't seek feedback
- ✓ Deflects feedback
- ✓ Surprised by impact he/she has on others
- ✓ Makes excuses and blames others

Positive...

- ✓ Able to describe his/her strengths and weaknesses
- ✓ Seeks feedback from a wide variety of sources
- ✓ Views criticism as helpful
- ✓ Doesn't get defensives when receiving feedback
- ✓ Willingly admits mistakes

Attract and Recruit





Follow up questions to drive to a deeper answer



Anchors

What to look for in the answer

Comments:

Rating: Significantly Below Position Requirements

Below Position Requirements

Meets Position Requirements

Exceeds Position Requirements

Significantly Exceeds Position Requirements

Questions? Comments?

Penn Medicine Resources

- PennCOBALT a tool for the Penn Community that uses targeted assessments to direct you to the right level of coping support.
- Lead Strong Live discussions and curated resources for Penn Medicine employees around leading yourself and your team during adversity.
- WELLfocused a program dedicated to making living a healthy lifestyle easier, by providing tools, resources, educational campaigns and health-related challenges to help improve overall well-being

- Penn Medicine Academy:
 - Microlearnings:
 - Creating a Feedback Rich Environment
 - Using Competencies During
 Performance Reviews
 - Job Aids:
 - Giving Feedback
 - Soliciting Feedback
 - Receiving Feedback
 - Penn Medicine Competency Assessment
 - <u>FYI For Your Improvement</u> <u>Competency Development</u> <u>Guide</u>

Articles

- Updating the Debate on Behavioral Competency
 Development: State of the Art and Future Challenges
 (Frontiers in Psychology)
- Competency Management at Its Most Competent (Deloitte)
- Important Leadership Skills for Workplace Success (The Balanced Careers)
- Closing the capability gap in the time of COVID-19 (McKinsey)

LinkedIn Learning

- Leading and Managing the Whole Self
- Fostering Belonging as a Leader
- Developing Critical
 Thinking Skills for Better
 Judgement and Decision
 Making
- Communicating in Times of Change