

INSTRUMENT NUMBER 12

Organizational skills - Organizational skills consists of the implementation of plans and current affairs by providing and using resources, and coordinating the work of people in a subordinate position, undertaking activities aimed at improving the functioning of the organization and ensuring its maximum effectiveness and creating, integrating and organizing team activities.

Examination of organizational skills - part one

Self-diagnosis - organizational skills test

Answer by entering the X in the appropriate field.

Behavior		Never	Seldom	Sometimes	Often	Always
1	I am interested in a practical solution to the problem.					
2	I can influence people without putting pressure on them.					
3	I like to have a big impact on decisions.					
4	I can plan actions spread over time comprehensively and ensure their implementation.					
5	In my work I often use common sense.					
6	It is difficult for me to start a task when the goals are not defined clearly.					
7	I make changes while working, if the task can be accomplished better.					
8	I know what is realistic and effective to accomplish the task.					
9	New tasks should always be planned carefully.					
10	I can convince others of my ideas.					
11	Time is my ally; I can plan everything on time.					
12	I can take control if I see that the group can't cope with the task.					
13	Most often I deal with the most important part of the task being carried out.					
14	I can find myself in a new place, area or situation quickly.					
15	People say that I can plan and implement everything					

Connect each of the marked answer points with a solid line. This will give you a graph of your skills. The more the chart line approaches the right side of the table, the higher your level of organizational skills is.

PART TWO: expert assessment

Case study – simulation

The second part of the diagnosis is a task in the form of a case study analysis. The adult receives a description of a particular situation. The task is to analyze the content and answer the question. At the same time, the investigator observes the behavior of the adult and records the observations by assessing the level of the competence tested.

Tasks	Activity
Task 1	Your 12-year-old son is going to a scout camp for 3 weeks, and you do not have time to help him get things ready, because you have an urgent and important task at work. Your son told you about it three days before leaving. Besides you and your son, you also live with your wife(husband) that works in shifts, 17-year-old daughter and 80-year-old grandmother. Distribute tasks and indicate who, and to what extent, will help you in making the preparations for your son's trip to the camp.
Task 2	Your boss commissioned you to organize a Christmas party at the company. In recent years, these events were organized very well, there were many attractions and about 60 people took part in them. Think of the title for this event and plan everything that will guarantee a lot of fun for everyone. Prepare a detailed plan.
Task 3	You are a sales representative. Plan the activities you need to do today, knowing that: a) You start work at 8:00; b) At 10:30 you must take the car to the mechanic and the repairs will take 2.5 hours; c) You have a meeting with a client at 11:00 which will take about 30 minutes; d) You finish work at 16:00, until then you should meet three new clients at their workplaces and write a report for today.

During the observation, the expert evaluates individual indicators and then sums up the points.

Indicator	Very weak (1 point)	Good (3 points)	Very good (5 points)
Taking care of your own interests and those of others	Sometimes caring for own interests weakens the relationship with others and/or the interest.	Implements its own interests without deteriorating the relationship with others.	Even with a very difficult partner, is able to achieve designated goals and maintain a good relationship
Active coping with pressure and attempts to influence	Easily and often is influenced by other people, most often being unaware of it.	Assertively and effectively copes with most of the manipulation attempts or exerts influence.	Assertively identifies attempts of pressure and/or manipulation, uses these situations to his/her own favor
Taking care of your own interests and those of others	Sometimes caring for own interests weakens the relationship with others and/or the interest.	Implements its own interests without deteriorating the relationship with others.	Even with a very difficult partner, is able to achieve designated goals and maintain a good relationship