Advik's Leadership Competencies

Result Orientation

Process Orientation

Planning & Organizing

Decision Making

Business Acumen

Team Work

Advik Leadership Competency Framework

Result Orientation

Working with energy and drive to achieve results and improve individual and organizational performance. It involves taking ownership and pushing self and others for achieving the desired results as per the agreed quality.

1	2	3	4	5
Aware of expected results	**Possesses the drive to achieve results even in the face of adversities**	**Prioritizes tasks based on the criticality and continuously pushes self and others to achieve desired goals**	**Continuous improvement for higher efficiency and effectiveness**	**Pursues excellence on an organizational level**
➤ Knows and understands relevant goals for his/her position ➤ Performs minimum required to meet established standards ➤ Expresses a desire to do better and may express frustration at waste or Inefficiency ➤ Escalates matter appropriately to ensure completion of the task in case of obstacles	➤ Identities potential obstacles to achieving results and removes obstacles ➤ Has perseverance to achieve the desired goals as per the required standards ➤ Consistently achieves established expectations through personal commitment	➤ Sets measures of standards for excellence and quality of work for self and others ➤ Allocates appropriate resources (people, material, time) and balances task and people focus to achieve the results ➤ Sets stretch goals for self and others and clearly communicates expected results & accountabilities	➤ Makes specific changes in work methods or operations to improve self and others' performance and delivers timely results within allocated budget ➤ Develops challenging performance expectations ensuring the right mix of activities and resources that lead to optimal results ➤ Continuously monitors the overall performance and does course correction in case of deviation	➤ Develops a culture of accountability for focused working to ensure achievement of the tasks within the quality, time and budgetary parameters ➤ Analyzes performance information to set priorities and take calculated risks to improve the delivery of result ➤ Models excellence and motivates fellow organizational members to follow his/her example

3 Advik Leadership Competency Framework

Process Orientation

Designing and following a structured approach to ensure results are achieved as per the desired standards of excellence by leveraging all possible resources while maintaining process rigour.

Advik Leadership Competency Framework   © People Metrics Pvt Ltd

1	2	3	4	5
Will effectively deliver by following the laid down processes	**Ensures that processes are followed diligently and are used optimally to avoid errors in the outcome**	**Designs mechanisms to monitor progress of self and others to ensure completion of task as per procedures**	**Designs the process such that the results can be achieved in the most effective manner**	**Creates robust processes, which can be used to achieve the result based on organization's long term needs**
➢ Follows laid down processes and works within quality guidelines. ➢ Understands the policies and processes applicable to the own function and appreciates the importance of following them ➢ Points out the deficiencies in the existing systems and gives feedback on need of new systems	➢ Makes proper use of available processes to enhance efficiency ➢ Demonstrates awareness of standards, policies and systems from within the organization and industry ➢ Has eye for details to points out the deficiencies in the existing systems and attempts to improve the processes	➢ Initiates systems when required in work area and participates effectively in developing new systems to improve efficiency ➢ Monitors progress of self and others against the set deadlines or milestones using proper measurement systems ➢ Points out the long term implications of the use of systems and inspires others to adhere to systems and derive benefits.	➢ Tries to set up processes which can be used to achieve the final result in a systematic and an organized way. ➢ Creates new and/or integrates and synthesizes existing processes to propose solutions to address problems ➢ Identifies and benchmarks systems & processes with the best from across the industry ➢ Takes ownership and commits self for improving work processes	➢ Looks at the future requirements / implications and designs the process such that the results can be achieved in the most effective manner ➢ Regularly conducts diagnosis of organization wide processes to supplement current organizational processes which are critical to achieving long-term organizational success ➢ Fosters an organizational culture to follow set processes and guidelines to deliver desired result

Planning & Organizing

Planning, prioritizing, allocating resources, implementing tasks while continuously monitoring the progress to ensure excellence.

Advik Leadership Competency Framework

1	2	3	4	5
Plans tasks and organizes own work	**Applies planning principles to achieve work goals**	**Develops plans for achieving overall objectives**	**Integrates and evaluates plans to achieve business goals**	**Is able to plan and organize, considering the future opportunities for achieving organization's goals**
➢ Identifies requirements and uses available resources to meet own work objectives in optimal fashion ➢ Monitors the attainment of own works objectives and/or quality of the work completed ➢ Sets priorities for tasks in order of importance	➢ Establishes goals and organizes work by bringing together the necessary resources ➢ Practices and plans for contingencies to deal with unexpected events or setbacks ➢ Makes needed adjustments to timelines, steps and resource allocation to achieve the desired goal	➢ Considers various factors before planning such as cost, timing, resources and plans accordingly ➢ Identifies and plans activities that will result in overall improvement of the results ➢ Challenges inefficient or ineffective work processes and offers constructive alternatives	➢ Establishes alternative courses of action, organizes people and prioritizes the activities of the team to achieve results more effectively ➢ Ensures that systems are in place to effectively monitor and evaluate progress ➢ Evaluates processes and results and makes appropriate adjustments to the plan	➢ Displays awareness of both short term and long-term requirements and key risks involved and acts accordingly ➢ Is able to foresee inter-linkages and plan ahead for smooth and effective transition ➢ Plans work and deploys resources to deliver organization-wide results

Advik Leadership Competency Framework

Decision Making

Making Decisions to achieve business goals in a timely manner assuming responsibility for taking action based on their authority and the information available to them.

Advik Leadership Competency Framework   © People Metrics Pvt Ltd

1	2	3	4	5
Makes relatively uncomplicated, "Safe" Decisions	**Makes decisions considering consequences**	**Makes sound & timely decisions in ambiguous or risky situations and monitors the outcome**	**Makes sound strategic decisions in ambiguous situations using advanced techniques**	**Builds the framework for strategic decision making within the organization**
➢ Makes straightforward decisions based on pre-defined options using clear criteria/procedures ➢ Makes decisions involving little or no consequence of error ➢ Escalates the issue for decision making in first time scenarios	➢ Makes decisions involving minor consequence of error ➢ Seeks guidance as needed when the situation is unclear ➢ Assesses available information to reach a clear view of key options and selects the best option at the time	➢ Makes and implements decisions where required information is incomplete and/or ambiguous, but sufficient to exercise sound judgment ➢ Makes decisions by recognizing, analyzing and solving problems in complex situations ➢ Develops solutions considering cost-benefit analysis of several options ➢ Constantly evaluates the impact of the decision on the desired results	➢ Makes and implements strategic decisions based on principles and business requirements ➢ Makes decisions about complex issues even when some information is missing and takes ownership of the outcome ➢ Will take calculated risks considering the long term implications of the decision	➢ Makes decisions that advance the organizations visions and goals ➢ Makes high-risk strategic decisions that have significant consequences ➢ Makes / influences decisions that challenge the status quo and provoke growth and positive development in the organization ➢ Establishes processes for others to follow while making decisions

Advik Leadership Competency Framework

Business Acumen

Understands the business drivers, financial indicators, business environment and organisational linkages; is able to articulate long term vision; shows evidence of clear analytical thinking

Advik Leadership Competency Framework

© People Metrics Pvt Ltd

1	2	3	4	5
Knowledge about own function and markets	**Spots and acts on trends**	**Generates and evaluates alternatives**	**Thinks in strategic terms**	**Plans actions to fit strategy and meet external events**
➢Thinks in terms of present problems and issues ➢Is aware of the existing business plan and its impact on own function ➢Possesses operational/ processing expertise for assigned tasks	➢ Understands and utilizes accepted financial planning models to explore possible alternative options ➢ Identifies the implications and possible consequences of trends or events on the business ➢ Is aware of the steps required to be taken for his/her role/function in line with organization's business plan	➢ Foresees multiple future scenario given the emerging trends, changing events, associated risks & opportunities and acts accordingly considering its impact on the business ➢ Considers the big picture when considering possible opportunities or projects or thinks about long-term applications of current activities ➢ Applies sound commercial principles to all areas of responsibility ➢ Understands what is commercially achievable and makes sound business decisions	➢ Generates a number of practical alternatives and comprehensive evaluation criteria in line with business objectives ➢ Communicates the priorities of the company & ensures alignment of teams & individuals to the strategy ➢ Actively enhances own knowledge/awareness of the business and competitive environment to determine long-term issues, problems or opportunities	➢ Tracks global trends and their impact on business ➢ Develops conceptual models for business applications ➢ Actively evaluates and develops new strategic markets ➢ Anticipates trends in the external and internal environment and develops long term (3-5) year strategies to move the organization forward ➢ Describes the vision and values in compelling terms to develop understanding and promote acceptance/ commitment among staff and stakeholders

Team Work

Facilitates team effectiveness by participating actively, communicating clearly and maintaining transparency in ways that respect the needs and contributions of others.

Advik Leadership Competency Framework

© People Metrics Pvt Ltd

1	2	3	4	5
Participates in team efforts	**Actively contributes to team processes and effectiveness**	**Proactively works to build teams and enhance team cohesiveness and goal achievement**	**Works to build team commitment**	**Fosters an organizational environment that enables and supports the development of teams, partnerships and alliances**
➤ Shares information, experiences, knowledge and best practices with team members only when asked for ➤ Completes the assigned tasks as agreed / informs team members if it cannot be completed as agreed ➤ Allows others to talk without interruption ➤ Supports the team's decisions	➤ Works co-operatively by proactively sharing information, knowledge and best practices to improve team effectiveness ➤ Recognizes and respects different perspectives and appreciates the benefits of being open to the ideas and views of others ➤ Supports team members to achieve their goals by sharing workloads	➤ Recognizes own and others' strengths and what they contribute to the team ➤ Inspires, motivates and guides others towards goal accomplishment ➤ Works collaboratively to achieve a common goal while acknowledging individual accountability and giving credit to others' contributions	➤ Anticipates potential team problems and takes steps to resolve conflicts and reach consensus ➤ Breaks down barriers (structural, functional, cultural) between teams to facilitate sharing of expertise and resources ➤ Encourages others to use their strengths and go beyond their comfort zone to achieve team success ➤ Actively encourages participation and tries to include all stakeholders in decision making	➤ Models the attributes and skills of exceptional team leader / member ➤ Designs systems and processes that promote and reward teamwork across the company ➤ Creates a culture of harmony and collaborative team contributions for organizational success

13 Advik Leadership Competency Framework