IAP2 Certification Task Force - Draft Core Competencies (9/28/2014)

Core Competency and Description	During the assessment process, we will be looking at candidates' ability to demonstrate:
P2 Process Design *The knowledge and skills to design an inclusive P2 process.*	• Working knowledge of the IAP2 Spectrum. • Ability to work with the decision maker to understand the decision to be made, the decision making process, how the public might provide input to the process, and select the appropriate level of the Spectrum. • Understanding of legal requirements for the P2 process. • Research skills to conduct situation assessment (project context, issues, background) and stakeholder analysis. • Ability to define, with the decision-maker, clear objectives and performance measures for the P2 activities. • Knowledge and skills to develop an overall strategy for integrating the P2 process into the decision making process. • Skill to design an effective method for evaluating the P2 process. • Flexibility and responsiveness as situations evolve.
P2 Process Management *The ability to plan and implement a public participation task from start to finish, including assembling and coordinating the right team, budget development & management, conducting the program, documenting results, communicating with participants, and evaluating the outcome.*	• Ability to develop and manage schedule and contingency plans. • Ability to establish a budget adequate to meet the objectives and mechanisms to monitor budget vs. scope and schedule. • Ability to compose and manage a team to complete all necessary work. • Ability to monitor process implementation and make necessary adjustments along the way. • Skill to evaluate and document the results of the process during and after implementation. • Ability to let participants know how their input was used. • Skill to analyze and share lessons learned with decision makers.
Appropriate Use of Tools and Techniques *The knowledge of the multiple tools and techniques available for the most effective engagement of stakeholders, the skills to implement them, and the knowledge to select the appropriate techniques. What tools and techniques, modalities, technologies and methods of consultation and engagement to use to best to engage our stakeholders.*	• Working knowledge of wide and diverse tools and techniques and when to use them. • Ability to evaluate how well specific techniques will meet P2 objectives. • Ability to use of stakeholder analysis to guide considerations for selecting tools and techniques. • Ability to find more information on tools and techniques. • Demonstrate capacity to integrate technology and new techniques with other traditional techniques, and discuss how and why a chosen mix might be appropriate. • Understanding of the logistics/requirements of each technique (room set up, equipment/supplies needed). • Demonstrated experience with a wide range of tools/techniques, spanning different IAP2 Spectrum levels. • Demonstrate flexibility at substituting techniques when needed. • Demonstrate an ability to tailor a technique to meet stakeholder's needs.
P2 Communication *The ability to communicate with the decision-maker, team members/participants, and the affected / potentially participating community.*	• Active and respectful listening skills. • Ability to communicate one-on-one (interpersonal), especially face-to-face. • Public speaking skills and ability to give presentations. **Additional "nice-to-have" skills include**: o non-verbal, o cross-cultural and intercultural, o written, o technical, and o visual, o computer-mediated communication.

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P2 Event Planning and Implementation
 	
Planning and implementing an event, in person or virtually, to accomplish event objectives. Understanding where you are on IAP2 Spectrum, who is likely to participate, and planning appropriately for and implementing an event that meets objectives.
	• Ability to design event that meets objectives as well as produces quality outcome/input.
	• Skill to consider the following while planning event:
	  o Agenda design to meet objectives and accomplish desired outcomes
	  o Understanding of logistical (registration, room set up, online meeting tools, etc.) and staffing (facilitation, security, technical expertise, etc.) requirements
	  o Information needs of participants, and how to meet information needs
	  o Potential need for facilitation
	  o If appropriate, decision making options (consensus, Robert's rules of order, etc.)
	  o Potential for conflict to arise and how to manage it, if necessary
	• Flexibility during the event.
	• Awareness of the quality of input (whether input is meeting P2 objectives) and real time adjustments as necessary

P2 People Skills *The desire and ability to interact with others in a respectful way. Some of these can be "learned" and some are innate. What is most important in the practice of P2 is how one outwardly behaves towards others, not how one feels inside.*	**Characteristics that can be observed, including:** • Flexibility; resilience, and adaptability • Respectful, inclusive, and egalitarian • Non-defensive • Diplomatic and tactful • Fair impartial, and neutral • Friendly, warm, empathetic, and approachable - "People person" • Helpful • Professional, dignified, responsible • Collaborative • Prepared • Communicative • Patient and calm • Multi-lingual **Other characteristics suggested in survey responses that the Task Force is struggling with how to measure. These may be addressed through a self-assessment:** • Authentic; genuine • Transparent • Compassionate; kind • Understanding / empathetic • Enthusiastic • Confident; firm; assertive • Ethical; honest; moral • Creative, innovative • (Sense of) Humor • Proactive • Perseverance • Problem-solver • Poise • Consistent; reliable • Self-aware • Leader • Modest; humble • Learning mindset; curious; open to new ideas • "Servant Leader" • Positive, hopeful, optimistic