Reflecting on Instructional Designer Competencies
Documenting your level of competence in the Instructional Designer Standards

DIRECTIONS: Self-Assess your level of competence by marking whether you have developed: (1) informational knowledge [Info], (2) practice experience [Prac], (3) or full competency [Comp] for each of the Instructional Designer competencies and performance statements below. Provide a brief description of why you feel you are at this level and where you have developed this level of competences (e.g., specific course, work experience outside of IDD&E, etc). If you have no knowledge of the statement, then leave it blank for now. Be honest. It is very rare that any one person will be competent in ALL of these areas.

This document will eventually become part of your Master's Portfolio.

Competency / Performance Statement E=essential, A=Advanced, M=Managerial	Low Info 1	Med Prac 2	High Comp 3	Courses where you developed these competencies	Did you develop these competencies at work?
PROFESSIONAL FOUNDATIONS					
1. **Communicate effectively in visual, oral and written form. (E)**	☐	☐	☒	EDIT 704, EDIT 705, EDIT 710, EDIT 590, EDIT 732, EDIT 706, EDIT 575-DL1, EDIT 526-001, EDIT 752	Work
a) Write and edit messages that are clear, concise, and grammatically correct (E)	☐	☐	☒	EDIT 526-001, EDIT 732, EDIT 706	Yes
b) Deliver presentations that effectively engage audiences and communicate clear messages (E)	☐	☐	☒	EDIT 704, EDIT 705, EDIT 732, EDIT 575-DL1	Yes
c) Use active listening skills (E)	☐	☐	☒	EDIT 732,	Yes
d) Present written and oral messages that take into account the type of information being delivered and the diverse backgrounds, roles, and varied responsibilities of the audience (A)	☐	☐	☒	EDIT 710, EDIT 590, EDIT 732, EDIT 575-DL1, EDIT 526	Yes
e) Facilitate meetings effectively (A)	☐	☐	☒	EDIT 732, EDIT 752	Yes
f) Use effective collaboration and consensus-building skills (A)	☐	☐	☒	EDIT 705, EDIT 732, EDIT 752	Yes
g) Use effective negotiation and conflict resolution skills (A)	☐	☐	☒	EDIT 732, EDIT 752	Yes
h) Use effective questioning techniques (A)	☐	☐	☒	EDIT 590, EDIT 732, EDIT 752	Yes
i) Solicit, accept, and provide constructive feedback (E)	☐	☐	☒	EDIT 705, EDIT 590, EDIT 526, EDIT 732, EDIT 752, EDIT 575-DL1, EDIT 706	Yes
j) Disseminate status, summary, or action-oriented reports (A)	☐	☐	☒	EDIT 732, EDIT 752, EDIT 526	Yes
2. **Apply research and theory to the discipline of instructional design.(A)**	☐	☒	☐	EDIT 704, EDIT 710, EDIT 590, EDIT 752	Work
a) Promote how instructional design research, theory, and practice literature may affect design practices in a given situation (A)	☐	☒	☐	EDIT 704, EDIT 730	
b) Explain key concepts and principles related to instructional design (E)	☐	☒	☐	EDIT 704, EDIT 730, EDIT 752	
c) Apply results of instructional design research, theory, and practice (A)	☒	☐	☐	EDIT 704, EDIT 730, EDIT 752	

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PROFESSIONAL FOUNDATIONS (Continued)					
d) Apply concepts, techniques, and theories of other disciplines to learning and performance improvement (A)	☐	☐	☒	EDIT 590, EDIT 730	Yes
e) Apply systems thinking to instructional design and performance improvement projects (E)	☐	☐	☒	EDIT 710, EDIT 730, EDIT 752	Yes
3. Update and improve knowledge, skills, and attitudes pertaining to the instructional design process and related fields. (E)	☐	☒	☐	EDIT 704, EDIT 710, EDIT 575-DL1	Work
a) Participate in professional development activities (E)	☐	☒	☐	EDIT 575-DL1	X
b) Establish and maintain contacts with other professionals (E)	☐	☐	☒		X
c) Acquire and apply new technology skills in instructional design practice (E)	☐	☐	☐	EDIT 704, EDIT 575-DL1	
d) Document and disseminate work as a foundation for future efforts, publications, or professional presentations (D)	☐	☒	☐	EDIT 710	
4. Apply data collection and analysis skills in instructional design projects. (A)	☐	☐	☒	EDIT 704, EDIT 590, EDIT 732	Work
a) Identify the data to be collected (A)	☐	☐	☒	EDIT 704, EDIT 590, EDIT 732	X
b) Use a variety of data collection tools and procedures (E)	☐	☐	☒	EDIT 704, EDIT 590, EDIT 732	X
c) Apply appropriate data collection methodologies to needs assessment and evaluation (A)	☐	☐	☒	EDIT 704, EDIT 590, EDIT 732	X
d) Use appropriate quantitative and/or qualitative analysis procedures in needs assessment and evaluation (A)	☐	☐	☒	EDIT 704, EDIT 590, EDIT 732	X
5. Identify and respond to ethical, legal, and political implications of design in the workplace. (E)	☐	☒	☐	EDIT 710, EDIT 590, EDIT 526-001	Work
a) Identify ethical, legal, and political dimensions of instructional design practice and instructional products (A)	☐	☒	☐	EDIT 710, EDIT 526-001	
b) Plan for and respond to ethical, legal, and political consequences of design decisions (A)	☐	☒	☐	EDIT 710, EDIT 526-001	
c) Recognize and respect the intellectual property rights of others (E)	☐	☐	☒	EDIT 710, EDIT 590, EDIT 526-001	X
d) Adhere to regulatory guidelines and organizational policies (E)	☐	☐	☒	EDIT 710, EDIT 526-001	X
e) Comply with organizational and professional codes of ethics (E)	☐	☐	☒	EDIT 710, EDIT 590, EDIT 526-001	X

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PLANNING AND ANALYSIS					
6. Conduct a needs assessment in order to recommend appropriate design solutions and strategies (A)	☒	☐	☐	EDIT 705, EDIT 710, EDIT 732, EDIT 706	
a) Identify varying perceptions of need among stakeholders and the implications of those perceptions (A)	☒	☐	☐	EDIT 705, EDIT 710, EDIT 732	
b) Describe the nature of a learning or performance problem (E)	☐	☐	☐	EDIT 732, EDIT 706	
c) Determine the root causes of identified discrepancies (A)	☒	☐	☐	EDIT 705, EDIT 732, EDIT 706	X
d) Synthesize findings to identify and recommend potential instructional and non-instructional solutions (A)	☒	☐	☐	EDIT 705, EDIT 732, EDIT 706	
e) Estimate costs and benefits of possible solutions (A)	☐	☐	☐	EDIT 732, EDIT 706	X
f) Prepare and disseminate a needs assessment report (A)	☐	☐	☐	EDIT 732, EDIT 706	
7. Identify and describe target population and environmental characteristics. (E)	☐	☐	☒	EDIT 704, EDIT 705, EDIT 526-001, EDIT 732, EDIT 575-DL1	Work
a) Determine characteristics of the target population that may impact the design and delivery of instruction (E)	☐	☐	☒	EDIT 704, EDIT 526-001, EDIT 732	Work
b) Determine characteristics of the physical, social, political, and cultural environment that may influence learning, attitudes, and performance (A)	☐	☒	☐	EDIT 704, EDIT 526-001, EDIT 732	
c) Identify the infrastructure that is available to support the design and delivery of instruction (A)	☐	☒	☐	EDIT 732, EDIT 575-DL1, EDIT 526	
d) Determine the extent to which organizational mission, philosophy, and values may impact the design and delivery of instruction (A)	☐	☒	☐	EDIT 705, EDIT 732	
e) Analyze, evaluate, and use learner profile data and environmental characteristics to design instruction (E)	☐	☒	☐	EDIT 732	
8. Select and use analysis techniques for determining instructional content. (E)	☐	☒	☐	EDIT 704, EDIT 705, EDIT 732	Work
a) Identify the scope of required content in accordance with needs assessment findings (E)	☐	☐	☐	EDIT 732	
b) Elicit, synthesize, and validate content from subject matter experts (E)	☒	☐	☐	EDIT 704, EDIT 705	Work
c) Analyze existing instructional products to determine adequacy or inadequacy of content, instruction, and learning (E)	☐	☒	☐	EDIT 732	
d) Determine the breadth and depth of intended content coverage given instructional constraints (E)	☐	☒	☐	EDIT 732	
e) Determine subordinate and prerequisite skills and knowledge (E)	☒	☐	☐	EDIT 705	
f) Use appropriate techniques to analyze various types and sources of content (E)	☒	☐	☐	EDIT 705	

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PLANNING AND ANALYSIS					
9. Analyze the characteristics of existing and emerging technologies and their potential use. (E)	☐	☒	☐	EDIT 704, EDIT 705. EDIT 730, EDIT 732, EDIT 575-DL1, EDIT 526	
a) Describe the capabilities of existing and emerging technologies required to enhance the impact of instruction (E)	☐	☒	☐	EDIT 704, EDIT 730, EDIT 732, EDIT 575-DL1, EDIT 526	
b) Evaluate the capacity of given instructional and learning environments to support selected technologies (A)	☐	☒	☐	EDIT 705, EDIT 730, EDIT 526-001	
c) Assess the benefits and limitations of existing and emerging technologies (A)	☐	☐	☒	EDIT 704, EDIT 705, EDIT 730, EDIT 732, EDIT 575-DL1, EDIT 526-001	

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DESIGN AND DEVELOPMENT				
10. Use an instructional design and development process appropriate for a given project. (E)	☐	☒	☐	EDIT 704, EDIT 705, EDIT 730, EDIT 575-DL1, EDIT 752, EDIT 567-DL1
a) Select or create an instructional design process based on the nature of the project (E)	☐	☒	☐	EDIT 704, EDIT 705, EDIT 730, EDIT 575-DL1, EDIT 752, EDIT 567-DL1
b) Modify the instructional design process as project parameters change (A)	☐	☒	☐	EDIT 705, EDIT 730, EDIT 752
c) Describe a rationale for the selected, created or modified instructional design process (A)	☐	☒	☐	EDIT 730, EDIT 752, EDIT 567-DL1
11. Organize instructional programs and/or products to be designed, developed, and evaluated. (E)	☐	☒	☐	EDIT 704, EDIT 730, EDIT 752, EDIT 567-DL1
a) Determine the overall scope of instructional programs and/or products (A)	☐	☒	☐	EDIT 704, EDIT 730, EDIT 752, EDIT 567-DL1
b) Identify and sequence instructional goals (E)	☐	☒	☐	EDIT 704, EDIT 730, EDIT 752
c) Specify and sequence the anticipated learning and performance outcomes (E)	☐	☒	☐	EDIT 704, EDIT 730, EDIT 752, EDIT 567-DL1
12. Design instructional interventions. (E)	☐	☒	☐	EDIT 704, EDIT 730, EDIT 752
a) Identify instructional strategies that align with instructional goals and anticipated learning outcomes (E)	☐	☒	☐	EDIT 704, EDIT 730, EDIT 752
b) Apply appropriate interaction design and interactive learning principles (E)	☐	☒	☐	EDIT 730, EDIT 752
c) Use appropriate message and visual design principles (E)	☐	☒	☐	EDIT 730, EDIT 752
d) Apply appropriate motivational design principles (E)	☐	☒	☐	EDIT 704, EDIT 730, EDIT 752
e) Accommodate social, cultural, political, and other individual factors that may influence learning (E)	☐	☒	☐	EDIT 704, EDIT 730, EDIT 752
f) Select appropriate technology and media to enhance instructional interventions, taking into account theory, research, and practical factors (E)	☐	☒	☐	EDIT 730, EDIT 752
13. Plan non-instructional interventions. (A)	☒	☐	☐	EDIT 705
a) Identify which, if any, non-instructional interventions are appropriate (e.g., performance support, knowledge management, personnel selection, job redesign, incentive systems) (A)	☒	☐	☐	EDIT 705
b) Justify why non-instructional interventions are appropriate (A)	☐	☐	☐	
c) Create design specifications for non-instructional interventions (A)	☐	☐	☐	
14. Select or modify existing instructional materials. (E)	☒	☐	☐	EDIT 705, EDIT 526-001, EDIT 567-DL1
a) Identify and select materials that support the content analyses, proposed technologies, delivery methods, and instructional strategies (E)	☒	☐	☐	EDIT 705, EDIT 567-DL1
b) Conduct cost-benefit analyses to decide whether to use or modify existing materials (A)	☐	☐	☐	
c) Validate selection or modification of existing instruction (A)	☒	☐	☐	EDIT 705
d) Integrate existing instructional materials into the design (E)	☒	☐	☐	EDIT 526-001, EDIT 567-DL1

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DESIGN AND DEVELOPMENT (Continued)				
15. Develop instructional materials. (E)	☐	☒	☐	EDIT 705, EDIT 575-DL1, EDIT 526-001, EDIT 575-A01, EDIT 567-DL1
a) Develop specifications that serve as the basis for media production (E)	☐	☒	☐	EDIT 575-DL1, EDIT 526-A01
b) Produce instructional materials in a variety of delivery formats (E)	☐	☐	☒	EDIT 575-DL1, EDIT 526-001, EDIT 575-A01, EDIT 567-DL1
c) Develop materials that align with the content analyses, proposed technologies, delivery methods, and instructional strategies (E)	☐	☒	☐	EDIT 705, EDIT 575-DL1, EDIT 526-001, EDIT 575-A01, EDIT 567-DL1
d) Collaborate with production specialists (E)	☐	☒	☐	EDIT 526-001, EDIT 575-A01
16. Design learning assessment (A).	☒	☐	☐	EDIT 705, EDIT 575-DL1
a) Identify the learning processes and outcomes to be measured (E)	☐	☐	☐	
b) Construct reliable and valid methods of assessing learning and performance (A)	☒	☐	☐	EDIT 705
c) Ensure that assessment is aligned with instructional goals, anticipated learning outcomes, and instructional strategies (E)	☐	☒	☐	EDIT 575-DL1
EVALUATION AND IMPLEMENTATION				
17. Evaluate instructional and non-instructional interventions. (A)	☒	☐	☐	EDIT 704, EDIT 705, EDIT 575-DL1, EDIT 752
a) Design evaluation plans (A)	☒	☐	☐	EDIT 704, EDIT 752
b) Implement formative evaluation plans (E)	☒	☐	☐	EDIT 704, EDIT 705, EDIT 575-DL1, EDIT 752
c) Implement summative evaluation plans (E)	☒	☐	☐	EDIT 704, EDIT 705, EDIT 752
d) Prepare and disseminate evaluation report (A)	☒	☐	☐	EDIT 704, EDIT 705, EDIT 752
18. Revise instructional and non-instructional solutions based on data. (E)	☐	☒	☐	EDIT 752
a) Identify product and program revisions based on review of evaluation data (A)	☐	☒	☐	EDIT 752
b) Revise the delivery process based on evaluation data (E)	☐	☒	☐	EDIT 752
c) Revise products and programs based on evaluation data (E)	☐	☒	☐	EDIT 752
19. Implement, disseminate, and diffuse instructional and non-instructional interventions. (A)	☐	☐	☐	EDIT 567-DL1
a) Create a vision of change that aligns learning and performance goals with organizational goals (M)	☐	☐	☐	EDIT 567-DL1
b) Plan for the implementation of the interventions (A)	☐	☐	☐	EDIT 567-DL1
c) Plan for the dissemination of the interventions (M)	☐	☐	☐	
d) Plan for the diffusion of the interventions (M)	☐	☐	☐	
e) Disseminate the interventions (A)	☐	☐	☐	
f) Monitor implementation, dissemination, and diffusion progress (M)	☐	☐	☐	
g) Identify required modifications to implementation, dissemination, and diffusion processes (A)	☐	☐	☐	EDIT 567-DL1

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MANAGEMENT				
20. Apply business skills to managing the instructional design function. (M)	☐	☒	☐	EDIT 706
a) Align instructional design efforts with organization's strategic plans and tactics (M)	☐	☒	☐	EDIT 706
b) Establish standards of excellence for the instructional design function (M)	☐	☒	☐	EDIT 706
c) Develop a business case to promote the critical role of the instructional design function (M)	☐	☐	☒	EDIT 706
d) Recruit, retain, and develop instructional design personnel (M)	☐	☐	☐	
e) Develop financial plans and controls for the instructional design function (M)	☐	☐	☐	
f) Obtain and maintain management and stakeholder support for the design function (f)	☐	☐	☐	
g) Market instructional design services and manage customer relations (M)	☐	☐	☐	
21. Manage partnerships and collaborative relationships. (M)	☐	☒	☐	EDIT 706, EDIT 752
a) Identify stakeholders and the nature of their involvement (A)	☐	☒	☐	EDIT 706, EDIT 752
b) Build and promote effective relationships between the design team and stakeholders (M)	☐	☒	☐	EDIT 752
c) Manage cross functional teams (M)	☐	☒	☐	EDIT 752
d) Conduct project reviews with design team members and stakeholders (M)	☐	☒	☐	EDIT 752
22. Plan and manage instructional design projects. (A)	☐	☒	☐	EDIT 575-DL1, EDIT 706, EDIT 752
a) Establish project scope and goals (A)	☐	☒	☐	EDIT 575-DL1, EDIT 706, EDIT 752
b) Write proposals for instructional design projects (A)	☐	☒	☐	EDIT 752
c) Use a variety of planning and management tools for instructional design projects (A)	☒	☐	☐	EDIT 752
d) Allocate resources to support the project plan (M)	☒	☐	☐	EDIT 575-DL1, EDIT 752
e) Manage multiple priorities to maintain project timeline (M)	☐	☒	☐	EDIT 575-DL1, EDIT 706, EDIT 752
f) Identify and resolve project issues (M)	☐	☒	☐	EDIT 575-DL1, EDIT 706, EDIT 752

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