

# Building 't-shaped' people

## Capability review

### Example



#### Step 1

List all your skills, knowledge and desired skills. This can include technical, work-related skills, enablers and lifestyle skills or knowledge.



#### Step 2

Assess yourself on your present proficiency on all the skills and knowledge listed, using the Proficiency Guide.



#### Step 3

Prioritise the skills or knowledge you want to develop using a tool such as the [value/effort matrix](#) or [MoSCoW](#).



#### Step 4

Break down your approach to developing your knowledge/skills into manageable chunks (such as 1 hour YouTube video reviews, reading or experiments) and incorporate them into your daily to-do list or [agile backlog](#).

Skills & Knowledge	Level	Priority
Scrum	4	✓
Kanban	4	
Scaling Agile	1	✓
Service Design	0	✓
Coding	2	
Managing my time	3	
Achieving a work:life balance	1	✓
Business visualisation	3	✓
Leading and managing	4	
Data-driven decision-making	3	
Baking	5	
Rugby	3	
Running	0	
Portrait Painting	1	✓
Yoga	2	
Meditation	0	

#### Proficiency Guide

**0** – You know (almost) nothing besides the name of the area. You want to learn it but haven't practiced or studied it.

**1** – You're a novice. You've started learning, but you don't know how to do anything yet.

**2** – You're an advanced beginner. You can do a few things on your own, but you still need lots of guidance.

**3** – You're now competent. You're past the introductory material, and you're figuring out where to apply the different rules you've learned.

**4** – You're proficient. You can do things that most people can't even think of doing. You're not perfect, and you still have to think about what to do in certain situations. But you're really good.

**5** – You're an expert. You operate using intuition above all else, and to an outside observer your performance looks like magic.