



# IFVP INSTITUTE VISUAL PRACTITIONER COMPETENCIES™

## A. FEEL: EMOTIONAL INTELLIGENCE

**These are competencies that a person has to have to do the work.**

- A.1. **Self-awareness:** demonstrates self-awareness (strengths, challenges, presence, influence, lived experience).
- A.2. **Remain present:** possesses the ability to maintain focus on the current moment and refocus attention to remain present.
- A.3. **Self-management:** demonstrates self-management (reactions, biases, energy management, needs).
- A.4. **Cultural competence:** possesses the ability to respect, appreciate, and interact with cultures or belief systems often different from one's own.
- A.5. **Unbiased listening:** listens and captures people's expressions without altering content or ideas.

## B. KNOW: EXPERTISE

**These are competencies that are required on the job.**

- B.1. **Business expertise:** has business knowledge to support the process and delivery of services.
- B.2. **Professionalism:** models a professional attitude.
- B.3. **Adaptive anticipation:** has the ability to anticipate and adapt to client needs.
- B.4. **Professional growth:** builds and maintains professional knowledge for continued growth.

## C. DO: SKILLFULNESS

**These are skills and talents that are either innate or acquired.**

### C.1 DO: SKILLFULNESS - Basic Skills

- C.1.1. **Legibility:** writes legibly.
- C.1.2. **Drawing skills:** draws identifiable objects and figures.
- C.1.3. **Preparation:** understands the range of tools and materials needed for each type of engagement.
- C.1.4. **Group-oriented capture:** understands how to manage time and space for capture according to the group's needs and knows how to visualize an agenda.

### C.2 DO: SKILLFULNESS - Facilitative Skills

- C.2.1. **Adaptive performance:** has the ability to anticipate and adapt while recording and facilitating.
- C.2.2. **Categorization:** captures content by way of listening and organizing.
- C.2.3. **Active listening:** involves actively discerning different listening levels to capture critical information about the group, process, and ideas.
- C.2.4. **Page layout:** understands page layout - from free flow to format.
- C.2.5. **Information design:** organizes information with clear sequence and connection in ways that assist in effectively navigating the content and agenda.
- C.2.6. **Hierarchy:** understands the hierarchy of content.
- C.2.7. **Pattern recognition:** discerns relationships and patterns in content.
- C.2.8. **Visual Communication:** understands how to use graphic elements and color as connectors and containers.
- C.2.9. **Documentation skills:** understands how to use formats, templates, and metaphors.
- C.2.10. **Group process:** understands group processes used to find collective meaning and pivot as needed to achieve the goal.