Requirements Level Individual (general) sorted

Nr.	Requirement	Short description
	Requirements level individual (general)	
Nr.	**Requirement**	**Short description**
1	Work organization	
1.1	Reasonable time management	The number of projects to be worked on and flexible work models require time management
1.2	Development of solutions in dialogue	Consideration of multiple perspectives
1.3	Right balance between isolation and external work	Maintaning the work progress
1.4	Keep conflicts issue-related and recognize them as chance for further development	Reveal problems, stimulate creativity
1.4	Prompt feedback	Critique and suggestions can be implemented directly
1.5	Adaptation of the amount of dialogue to the situation	No endless discussions
1.6	Playful, trying access to tasks	Create biggest possible space for ideas for solutions
2	Competencies	
2.1	Fluency and readiness for communication	Opening requires more communication
2.2	Competent handling of networks	Secure handling of data; utilization of advantages of networks
2.3	Competent application of collaboration methods	Efficient and lasting method of operation
2.4	Competent handling of new technologies	Recognize market developments; estimate trends and benefits of new technologies
2.5	Expertise and development of additional qualifications	Coping with more complex tasks; estimation of technological potentials
2.6	Competent handling of diversity	Aimed use of the potentials of the diversity management
2.7	Ability to estimate the importance of information	Opening raises the information flow and thus requires fast filtering
2.8	Fast learning and adaptability	Estimate and be able to use technological developments; handling fast changing technologies and scope of duties
2.9	reliable handling of creativity methods	Generation of innovations under pressure of time
3	Values	
3.1	Openness towards change and innovation beyond company's boundaries	Innovation requires an open attitude; acceptance of ideas and solutions of different sources; learn from other people, to get better yourself
3.2	Consideration of changed values, norms and opinions of younger generations	Understanding of different opinions as a basis for change

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3.3	Openness for feedback, critique and suggestions for improvement	Permanent improvement as the aim
3.4	Authenticity	Convey credibility and win trust
3.5	Set an example	To arrange for acceptance of the opening
3.5	Reliability	Only then trust can get established
3.6	Awareness for an appropriate handling of sensible information	Avoid outflow of knowledge
3.6	Taking over responsibilities	Only then independent organisation is possible
3.6	(self-)critical behaviour	The quality of the solution improves by permanent questioning
3.7	Respectful and considerate intercourse with all colleagues	Creation of an open atmosphere at work
3.8	Open, tolerant and honest behaviour; openness towards other opinions and strange cultures	Establishment of trust, traceability and calculability of behaviour; networking requires an open attitude
3.9	Mediation of sense of the tasks	Staff members question the purpose of tasks increasingly critically
3.10	Active listening and respect for other opinions	Retain openness for other opinions, flexible thinking
3.11	Valuation of the result instead of the expenditure of time	Enable Flexibilty of work; enable flexible approaches to solutions
3.11	Readiness to assume risk	Unconventional actions allow for innovation, but make vulnerable
3.12	Connection points between the ideas of the staff and the tasks of the company	Staff members take these tasks more willingly
3.13	Show sincere emotions	Opening the atmosphere at work
The smaller the number of a topic, the more important is the requirement (e.g. 1.1 is more important than 1.2; but between 1.1 and 2.1 is no difference)		