



Solicitor Capability Framework Self-reflection template

Use this self-reflection template to help you consciously develop capabilities from the Solicitor Capability Framework.

You can [view the Framework here](#).

How to use this template

1. **Determine which capability you wish to develop.**
2. **Self-assess your current level of proficiency.**

Review the proficiency descriptions for the relevant capability from the Solicitor Capability Framework.

Consider which proficiency level you are currently demonstrating most consistently. For example, you may be performing some skills at a Proficient level to some extent or some of the time, but if you are operating most consistently at the Developing level, use that as your baseline.

3. **Consider how you will develop the capability.**

Use a mix of formal and informal learning opportunities. What sorts of activities will help you grow skills and embed behaviours in this area? What resources do you have at your disposal, or should you try to find? To whom will you be accountable? Do you have a supervisor, mentor or coach to support you? Would peer support be helpful? How will you know you have achieved your goal? What will that look like for you?

4. **Set SMART goals to help you increase your proficiency.**
5. **Commit to your development and assess yourself regularly.**
6. **Celebrate!**

Celebrate the small wins along the way to keep you motivated, and the big win when you have achieved your goal.

What's a SMART goal?

SMART is a framework that helps you create actionable goals that actually work. Goals should be:

Specific: What do you want to accomplish?

Measurable: How will you know you've achieved the goal?

Attainable: A goal should stretch you, but it should be attainable.

Relevant: Will this goal build proficiency in the capability you want to develop?

Time-bound: Set milestones and deadlines to track your progress.

Capability development goals

Set Capability development goals using the template over the page.

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Capability:	
Current proficiency level:	<input type="checkbox"/> Developing <input type="checkbox"/> Proficient <input type="checkbox"/> Expert
Goal:	
Is it SMART?	<input type="checkbox"/> Specific <input type="checkbox"/> Measurable <input type="checkbox"/> Achievable <input type="checkbox"/> Relevant <input type="checkbox"/> Time-bound
Strategies to meet goal: (Set out actions you will take to achieve your goal. Include formal and informal opportunities. Review this regularly and adjust as you go.)	
Notes: (Use this section to make notes on your progress.)	
Accountability partner/s: (A trusted person who will offer support, encourage consistency and provide feedback.)	
Review timetable: (Set regular reviews to help you stay on track.)	
Goal achieved: (Date or sign off that you've achieved your goal.)	