

Technical & Nontechnical GRC Skills

A companion workbook: turn your experience into evidence

The article emphasizes that employers need both technical fluency and professional judgment. The balance depends on the role. Use this workbook to choose a target, demonstrate your ability, and make a focused learning plan.

1. Choose one role to investigate

Collect five current postings for the same role and similar seniority. Record the employer, posting date, responsibilities, and recurring deliverables. Avoid combining entry-level analyst expectations with director responsibilities.

For each requirement	Record this
Independent delivery	What would you need to produce with limited supervision?
Collaboration	What must you understand to ask useful questions and review specialist input?
Exposure	What would be useful to recognize, even if someone else performs the work?

2. Test your current evidence

Select three recurring responsibilities. For each, name a project where you did comparable work, your personal contribution, the output, and the result. If your example comes from another field, explain the connection without claiming experience you do not have.

My target role: _____

Repeated responsibility: _____

My example and contribution: _____

Evidence I can show or describe: _____

A practical case exercise

Fictional scenario

A 120-person company is introducing a hosted customer-support tool. Three departments will use it. The project lead wants a decision in two weeks. You have a vendor questionnaire, an access export, a draft workflow, and an incomplete list of data fields. No final launch decision has been made.

3. Prepare a decision packet

Work product	Questions to answer
Scope note	Which teams, systems, information, and workflow steps are included? Which facts remain unverified?
Evidence register	For each item: who supplied it, when, what it covers, what it cannot establish, and who will validate it.
Issue log	What could go wrong? What supports the concern? Who can resolve it? What deadline matters?
Decision memo	What decision is needed? Which conditions should be met? Who has authority to accept remaining uncertainty?

4. Show both sides of your skill set

Technical task: inspect whether the access export includes the expected teams and accounts. Document checks for missing records, duplicates, and outdated permissions. If you cannot establish completeness, state that limitation.

Professional task: write a 150-word memo for the project lead. Explain the launch decision, open questions, proposed owners, and next checkpoint. Use plain language and separate verified facts from assumptions.

Keep the exercise honest

Label all invented evidence and results as fictional. Use fabricated data in public samples. Avoid uploading confidential employer material, customer records, or internal system details. Do not present a practice exercise as a completed audit.

TURN THE SAMPLE INTO A PLAN

A four-week learning sprint

Week	Action	Finished output
1	Compare five postings; identify one recurring gap.	A requirement list with a clear learning priority.
2	Study the gap and complete the case exercise.	A first version of the decision packet.
3	Ask a knowledgeable reviewer to challenge the packet.	A review log and corrected version.
4	Practice explaining your work in three minutes.	An interview example and one next learning goal.

Review your sample before sharing

Can another person understand the scope? Are facts traceable to evidence? Are conclusions proportional to what was checked? Are limitations explicit? Do actions have owners and dates? Is the decision clear?

An interview answer you can adapt

“I reviewed [scope] because [decision or problem]. I checked [evidence] using [method]. I found [supported finding] and identified [limitation]. I worked with [stakeholders] to agree [action]. The result was [verified outcome or next step].”

My next learning priority

Skill to develop: _____

Practice output: _____

Reviewer and completion date: _____

Read the companion article

[Technical vs. Nontechnical GRC Skills: What Employers Actually Need](#)

This workbook adds a fictional practice case and planning tools. It is a career-development resource, not an assessment standard or professional certification. Prepared October 2026.