Managing self and personal skills

Manage your own resources and professional development

A2

UNIT SUMMARY

What is the unit about?

This unit is about managing your personal resources (particularly knowledge, understanding, skills, experience and time) and your professional development in order to achieve your work objectives and your career and personal goals.

You need to understand your work role and how it fits into the overall vision and objectives of the organisation whilst also understanding what is driving you in terms of your values and your career and wider personal aspirations.

Identifying and addressing gaps in your skills and knowledge and understanding is an essential aspect of this unit.

Who is the unit for?

The unit is recommended for first line managers, middle managers and senior managers.

Links with other units

This unit is linked to units **A1 Manage your own resources** and **A3 Develop your personal networks** in the overall suite of National Occupational Standards for management and leadership.

If your organisation is a small firm, you should look at unit *A3 Check your own skills* which has been developed by the Small Firms Enterprise and Development Initiative (SFEDI) specifically for small firms and which may be more suitable to your needs. You can obtain information on the unit from SFEDI on tel 0114 241 2155 or at the SFEDI website (www.sfedi.co.uk).

Skills

Listed below are the main generic skills which need to be applied in managing your own resources and professional development. These skills are explicit/implicit in the detailed content of the unit and are listed here as additional information.

- Setting objectives
- Evaluating
- Planning
- Learning
- Reviewing
- Communicating
- Self-assessment
- Time management
- Stress management
- Obtaining feedback
- Reflecting
- Prioritising

OUTCOMES OF EFFECTIVE PERFORMANCE

You must be able to do the following:

1 Evaluate, at appropriate intervals, the current and future requirements of your work-role taking account of the vision and objectives of your organisation.

2 Consider your values and your career and personal goals and identify information which is relevant to your work role and professional development.

3 Discuss and agree personal work objectives with those you report to and how you will measure progress.

4 Identify the learning styles which work best for you and ensure that you take these into account in identifying and undertaking development activities.

5 Identify any gaps between the current and future requirements of your work-role and your current knowledge, understanding and skills.

6 Discuss and agree, with those you report to, a development plan to address any identified gaps in your current knowledge, understanding and skills and support your own career and personal goals.

7 Undertake the activities identified in your development plan and evaluate their contribution to your performance.

8 Review and update your personal work objectives and development plan in the light of performance, any development activities undertaken and any wider changes.

9 Get regular and useful feedback on your performance from those who are in a good position to judge it and provide objective and valid feedback.

10 Ensure that your performance consistently meets or goes beyond agreed requirements.

BEHAVIOURS WHICH UNDERPIN EFFECTIVE PERFORMANCE

1 You address multiple demands without losing focus or energy.

2 You recognise changes in circumstances promptly and adjust plans and activities accordingly.

3 You prioritise objectives and plan work to make best use of time and resources.

4 You take personal responsibility for making things happen.

5 You take pride in delivering high quality work.

6 You show an awareness of your own values, motivations and emotions.

7 You agree achievable objectives for yourself and give a consistent and reliable performance.

8 You recognise your own strengths and limitations, play to your strengths and use alternative strategies to minimise the impact of your limitations.

9 You make best use of available resources and proactively seek new sources of support when necessary.

10 You reflect regularly on your own experiences and use these to inform future action.

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KNOWLEDGE AND UNDERSTANDING

You need to know and understand the following:

General knowledge and understanding

1   The principles which underpin professional development.

2   The importance of considering your values and career and personal goals and how to relate them to your job role and professional development.

3   How to evaluate the current requirements of a work role and how the requirements may evolve in the future.

4   How to set objectives which are SMART (Specific, Measurable, Achievable, Realistic and Time-bound).

5   How to identify development needs to address any identified gaps between the requirements of your work-role and your current knowledge, understanding and skills.

6   What an effective development plan should contain and the length of time that it should cover.

7   The range of different learning style(s) and how to identify the style(s) which work(s) best for you.

8   The type of development activities which can be undertaken to address identified gaps in your knowledge, understanding and skills.

9   How to identify whether/how development activities have contributed to your performance.

10 How to update work objectives and development plans in the light of performance, feedback received, any development activities undertaken and any wider changes.

11 How to monitor the quality of your work and your progress against requirements and plans.

12 How to evaluate your performance against the requirements of your work-role.

13 How to identify and use good sources of feedback on your performance.

Industry/sector specific knowledge and understanding

1   Industry/sector requirements for the development or maintenance of knowledge, skills and understanding and continuing professional development.

Context specific knowledge and understanding

1   The requirements of your work-role including the limits of your responsibilities.

2   The vision and objectives of your organisation.

3   Your own values and career and personal goals.

4   Your personal work objectives.

5   Your preferred learning style(s).

6   Your current knowledge, understanding and skills.

7   Identified gaps in your current knowledge, understanding and skills.

8   Your personal development plan.

9   Available development opportunities and resources in your organisation.

10 Your organisation's policy and procedures in terms of personal development.

11 Reporting lines in your organisation.

12 Possible sources of feedback in your organisation.