****

**Show Leadership In The Workplace**

Unit of Competency – BSBMGT401

Performance Evidence

**Workplace Assessment 1 of 1**

**Understanding Your Role**

**In the Workplace:**

To complete this assessment you will need to complete a series of templates based on the information discussed throughout the topics.

Once you have completed all of the templates you will need to meet with your Manager to discuss the templates and how you applied them and arrange sign off.

**There are 3 Parts to this assessment**.

Part 1 is to be completed after finishing Topic 1 “Model high standards of management performance and behaviour”,

Part 2 is to be completed after finishing Topic 2 “Enhance organisations image”,

Part 3 is to be completed after finishing Topic 3 “Make informed decisions’.

**Part 1 – Key Result Areas**

**ASSESSMENT INSTRUCTIONS**

You should have now read the content and completed the short answer questions for the first topic *‘Model high standards of management performance and behaviour’.*

**Step 1**

At this point, please go ahead and complete pages 4, 5, 6 & 7 of this workbook.

**Key Result Areas**

**Based on your current role, now identify your top 6 Key Result Areas in order of priority (then list three key responsibilities for each KRA). Then grade yourself from 1-5 as to how you currently perform in that area. (1 being poor – 5 being exceptional)**

|  |  |  |
| --- | --- | --- |
| **Key Result Areas** | **Key Responsibilities (min. 3)** | **Current Effectiveness** |
| 1.  |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| 5. |  |  |
| 6. |  |  |

**Key Result Area Summary**

In the table below, list you **Key Result Areas**, and record the minutes you spend per day on each one. Along the bottom row, record the total hours worked per day (not just the time spent on Key Result Areas).

Next, add up the time worked over the week for each **Key Result Area** and record this **in hours** in the ‘Total’ column.

Finally, divide the total time worked for each **Key Result Area** by the total number of hours worked in the week, and multiply by 100 to give the percentage of available time spent on each **Key Result Area**.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Key Result Area** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **W/E** | **Total** | **%****time per KRA** |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
| Number of hours worked per day |  |  |  |  |  |  |  |  |

**Key Results Area Summary - Reflection**

**Once you have completed the Template above answer the following 4 questions.**

**1. Does the time spent on Key Result Areas align with your priorities?**

Your Response:

**2. Could more time and focus be given to certain Key Result Areas? Specify:**

Your Response:

**3. Identify six ways to improve your own effectiveness and performance.**

Your response:

1.
2.
3.
4.
5.
6.

 **4. Were your findings in line with the organisational expectations of the role?**

Your Response:

**Your Personal Level Of Responsibility And Accountability**

**In the following table:**

1. List your 6 KRAs from earlier in the module
2. Rank the level of ownership you take for being successful with that KRA, from 1-10 (1 not taking any responsibility to 10 taking full ownership)
3. What obstacle is blocking you increasing this level of ownership?
4. If this obstacle were removed, what would you do differently? (Action)

|  |  |  |  |
| --- | --- | --- | --- |
| **KRAs** | **Ranking** | **Obstacles** | **Action** |
| KRA 1 |  |  |  |
| KRA 2 |  |  |  |
| KRA 3 |  |  |  |
| KRA 4 |  |  |  |
| KRA 5 |  |  |  |
| KRA 6 |  |  |  |

*Please return online and continue with Topic 2 –*

*Enhance organisations image .*

**Part 2 – Organisational Values and Image**

**ASSESSMENT INSTRUCTIONS**

You should have now read the content and completed the short answer questions for the second topic *‘’Enhance organisations image”.*

You should also access and review your organisations values. If you do not already have a copy you may be able to locate them through your HR department, direct manager or even off your website.

**Step 1**

At this point, please go ahead and complete page 8 of this workbook where you will be required to write in your organisations values, vision and mission and answer some questions relating to these.

**Values, Vision And Mission**

In the table below, write in your organisations values, vision and mission statement and answer the questions below.

|  |  |
| --- | --- |
| **Company** |  |
| **Values** |  |
| **Vision** |  |
| **Mission** |  |

**Question**

**How would you describe your behaviour and performance against your organisations values as listed above? What could you do to improve this?**

Your Response:

**Part 3 – Decision Making Template and Manager Sign Off**

**ASSESSMENT INSTRUCTIONS**

You should have now read the content and completed the short answer questions for the third topic *‘Make informed decisions’.*

**Step 1**

At this point, please complete the Decision Making Template on pages 12 to 15 of this workbook, using a significant decision you need to make in the workplace.

**Step 2**

After completing your Decision Making Template please meet with your Line Manager. In this meeting you will discuss your Key Result Areas, your time spent in these areas and obstacles you face in being successful.

Please note, if you are unable to meet with your manager there are 3 other options available for sign off:

1. Attend a Proteus Implementation Day to be assessed by a Proteus Coach (ph: 1300 219 903 for further information).
2. Arrange an appointment at a Proteus office to be assessed by a Proteus Coach (ph: 1300 219 903)
3. Arrange an appointment to be assessed by a Proteus Coach over the phone (ph: 1300 219 903)

**Decision Making Template**

The Problem / Challenge:

|  |
| --- |
| **Step 1 – Identify the problem clearly** |
| Is this really your decision or someone else’? | YES/NO |
| Do you really need to make a decision?  | YES/NO |
| When does the decision need to be made? |  |
| Why is this decision important to you? |  |
| Who will be affected by this decision? |  |

|  |
| --- |
| **Step 2 – Establish objectives** |
| My objective is to… |  |
| My decision must… |  |
| It would be nice if my decision… |  |

|  |
| --- |
| **Step 3 – Generate alternative solutions** |
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

|  |
| --- |
| **Step 4 – Evaluate alternatives and select the most suitable** |
| My chosen solution: |
| Why: |

|  |
| --- |
| **Step 5 – Get started** |
| **Plan** – What? How? Who? Where? When? |
|  |
| **Manage Risk – What if…?** |
| Possible Risk | How will I manage it? |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Communicate** |
| Who needs to know? | What do they need to know? |
|  |  |
|  |  |
|  |  |
|  |  |

|  |
| --- |
| **Step 6 – Evaluate** |
| Are the outcomes what you expected? |  |
| Are you happy with the outcomes? |  |
| Do you want to let the decision stand or would you like to make some adjustments? |  |

**Make Informed Decisions**

**Gaining Stakeholder Approval Of Your Decision**

To ensure you give your decisions the best chance of success, you need to both sell them effectively and gain stakeholder support.

So let’s determine who your stakeholders are and what their needs are.

|  |  |
| --- | --- |
| **Stakeholders** | **Their Individual Needs** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Make Informed Decisions**

**Monitoring And Getting Feedback On Your Decisions**

The best way to identify if stakeholders support your decisions is to gain feedback.

What methods will you use to get this feedback and what actions will you take to ensure feedback is acted on?

|  |  |
| --- | --- |
| **Methods** | **Action** |
| Eg. Questions after presentation | * Seek answers to all questions and ensure they are fed back to all stakeholders
* Create an online method of feedback for after your presentation
 |
|  |  |
|  |  |
|  |  |

**Manager’s Sign Off**

|  |  |  |
| --- | --- | --- |
| **Show Leadership in the Workplace** **– Workplace Assessment 1** | **Yes** | **No** |
| Did the student identify the organisations standards and values, whether stated or implied by the way the organisation conducts its business? |  |  |
| Did the student evaluate and discuss with you their own behaviour and performance against these values and adjust (if required) to achieve required standards?  |  |  |
| Has the student discussed their Key Result Areas with you and have you come to agreement on what they should be for the student to be successful in their role? |  |  |
| Did the student use established communication channels to raise questions about standards and values that may be damaging to the organisation? |  |  |
| Does the student ensure their own behaviour and performance contributes to the integrity and credibility of the organisation? |  |  |
| Did the student complete the Decision Making Template as Part 3 of this assessment by gaining input from relevant people? and also communicating the decision to stakeholders about implementing it and the impact of the decision? |  |  |
| After completing the Decision Making Template as Part 3 of this assessment did the student communicate the decision to stakeholders about the implementation of the decision, the impact of the decision and the monitoring and feedback process of these? |  |  |
| **Feedback – Skills Performance** |  |  |
| What feedback can you give you the staff member regarding the standard of their performance in these skills listed above? (50-100 words). Please consider areas of success and areas of development. |
| **Your Feedback:** |

**Your Name:**

**Your Job Title:**

**Your Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:**

**ASSESSMENT INSTRUCTIONS**

This is the end of Workplace Assessment 1.

Please now go online to the topic menu page for ‘Unit 1 - Show Leadership in the Workplace’ and click on the box **‘Workplace Assessment** to submit Workplace Assessment 1.

****

**Grading and Feedback.**

Feedback will be provided for each question through the Online Learning System. You will receive an email notification of feedback being posted.

If there are any required changes you will be given an opportunity to resubmit.

Proteus Leadership – 1300 219 903 – online@proteusleadership.com

-- End of Document --