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**Develop Work Priorities**

Unit of Competency – BSBWOR404

Performance Evidence

**Workplace Assessment 1 of 1**

**Setting Your Priorities Straight**

**In the Workplace:**

To complete this assessment you will need to complete various templates that are used to help you plan and prioritize your work performance and also consider and access learning opportunities for your professional development.

Once you have completed all of these templates you will need to meet with your Line Manager to discuss these and arrange sign off.

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 with a Proteus coach to be assessed over the phone (ph: 1300 219 903).

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

Part 1 is to be completed after finishing Topic 1 “Plan and complete own work schedule”,

Part 2 is to be completed after finishing Topic 2 “Monitor own work performance”,

Part 3 is to be completed after finishing Topic 3 “Co-ordinate professional development’.

**Part 1 – Developing A Plan of Action**

**ASSESSMENT INSTRUCTIONS**

You should have now read the content and completed the short answer questions for the first topic *‘Plan and complete own work schedule’.*

**Step 1**

At this point, please consider a work based team goal you are trying to achieve, then go to page 4 of this workbook and complete the template ‘Developing A Plan For Action”.

**Developing A Plan For Action**

**Using this template develop an action plan for a work based goal you are aiming to achieve.**

|  |  |
| --- | --- |
| What is your idea? |  |
| Decide where you are (current situation) |  |
| What do you want? |  |
| What will it take to get there? |  |

|  |  |
| --- | --- |
| **Idea** |  |
| What will it look like? |  |
| When will I start? |  |
| Steps |  |
| How will I evaluate? |  |

***Please return online and continue with Topic 2 –***

***Monitor Own Work Performance****.*

**Part 2 – Daily & Weekly Planning**

**ASSESSMENT INSTRUCTIONS**

You should have now read the content and completed the short answer questions for the second topic *‘’Monitor Own Work Performance”.*

**Step 1**

At this point, please go ahead and complete page 6, 7 & 8 of this workbook. Here you will identify the tasks you need to complete on your next work day, sort them into what is essential and what is important and prioritise them in order. Then also considered your next full week ahead and use our Weekly Snapshot template to allocate time throughout the week to certain activities.

**Daily Activity Planning**

**List the essential and important activities that you will have to manage on your next day in the workplace.**

There will be some items that must be done in order to avoid serious consequences. There will be meetings or appointments that require a certain quantity of time. These items we will label as ‘essential’. These essential items need to have time scheduled to be undertaken or completed.

Next, list the activities or work that could possibly be done today, but needs to be completed within the next few days. We will label these items
as ‘important’. Failure to complete them on a particular day will not necessarily cause serious problems.

|  |  |  |
| --- | --- | --- |
| **Activities List** | **Time Required to Complete** | **Comments** |
| Essential Activities |  |  |
| Important Activities |  |  |

**Setting Priorities**

**From your previous daily activity plan, prioritise each of the tasks and write the consequences or impact of not completing the activity on time.**

|  |  |  |
| --- | --- | --- |
| **Activity** | **Priority** | **Impact if not completed** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Weekly Snapshot**

Consider your next full week at work. Using the template below allocate time to each of the key tasks you are required to complete. Then allocate the remaining time to what other activities you are required to do.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Time:** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** |
| 8am |  |  |  |  |  |
| 9am |  |  |  |  |  |
| 10am |  |  |  |  |  |
| 11am |  |  |  |  |  |
| 12pm |  |  |  |  |  |
| 1pm |  |  |  |  |  |
| 2pm |  |  |  |  |  |
| 3pm |  |  |  |  |  |
| 4pm |  |  |  |  |  |
| 5pm |  |  |  |  |  |
| 6pm |  |  |  |  |  |

***Please return online and continue with Topic 3***

***‘Co-ordinate professional development’****.*

**Part 3 – Professional Development Plan**

**ASSESSMENT INSTRUCTIONS**

You should have now read the content and completed the short answer questions for the third topic *‘’Co-ordinate professional development”.*

**Step 1**

At this point, please go ahead and complete the Professional Development Plan on page 10 of this workbook. You will need to identify 6 areas you would like to develop and suggest some learning opportunities to improve in these areas.

**Step 2**

Now,meet with your Line Manager to discuss your use of the templates including your Professional Development Plan. Also to arrange sign off for this Unit.

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 for a phone meeting assessment with your Proteus Coach (ph: 1300 219 903)

**Professional Development Plan**

Gather feedback from your manager, colleagues and clients and then use this template to take feedback gained and turn it into positive action. List 6 areas that require development, Identify development activity, give timeframes (eg 2 weeks, 6 months), describe the action you will need to take to get there and finally include what records or documents that can be used to show the improved results for each area for development.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area for Development** | **Suggested Development** | **Timeframes** | **Action To Make It Happen** | **Approval & Communication** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |

**Manager’s Sign Off**

|  |  |  |
| --- | --- | --- |
| **Develop Work Priorities** **– Workplace Assessment 1** | **Yes** | **No** |
| Did the student prepare and communicate their own work plan based on the templates in this workbook? |  |  |
| Did the student schedule work objectives and tasks to support the achievement of the workgroup goals?  |  |  |
| Did the student seek feedback from clients and colleagues about work performance based on workgroup objectives? |  |  |
| Has the student planned and accessed learning opportunities to extend personal work competencies? |  |  |
| **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 2 – Develop workplace Priorities’ and click on the box **‘Workplace Assessment’** to submit Workplace Assessment 1.

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**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.

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