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**Unit 9: Manage Personal Work Priorities & Professional Development**

Unit of Competency – BSBWOR501

Knowledge Evidence

**Knowledge Assessment**

**ASSESSMENT INSTRUCTIONS**

For this task you must research each of the following topics, and then answer the following questions. The research topics are:

1. Explain principles and techniques involved in the management and organisation of:
	* Performance measurement
	* Personal behaviour, self-awareness and personality traits identification
	* A personal development plan
	* Personal goal setting
	* Time
2. Discuss management development opportunities and options for self
3. Describe methods for achieving a healthy work-life balance
4. Outline organisation’s policies, plans and procedures
5. Explain types of learning style/s and how they relate to the individual
6. Describe types of work methods and practices that can improve personal performance

**ASSESSMENT INSTRUCTIONS**

This is the end of the Knowledge Assessment.

Please now go online to the topic menu for ‘Unit 9 – Manage Personal Work Priorities and Professional Development’ and click on the box **‘Knowledge Evidence’** to submit your Knowledge Assessment.

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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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