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

Unit of Competency – BSBWOR501

Performance Evidence

**Workplace Assessment**

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

Part 1 is to be completed after finishing Topic 1 “Establish personal work goals”,

Part 2 is to be completed after finishing Topic 2 “Set and meet own work priorities”,

Part 3 is to be completed after finishing Topic 3 “Develop and maintain professional competency”.

**Part 1 – Establish Work Goals**

**ASSESSMENT INSTRUCTIONS**

You should have now read the content and completed the short answer questions for the first topic *‘*Establish personal work goals’*.*

**Activity 1**

Identify your six KRA’s and list the key responsibilities you perform under each KRA. Then rank your effectiveness out of 10 for each KRA.

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

*Please return online and continue with Topic 2 –* Set and meet own work priorities*.*

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**Part 2 – Setting Work Priorities**

**ASSESSMENT INSTRUCTIONS**

You should have now read the content and completed the short answer questions for the second topic *‘*Set and meet own work priorities’*.*

In this Part, you are required to complete steps 1 - 3.

**Step 1 – KRA Summary**

In the table below, list you **KRAs**, 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 KRAs).

Next, add up the time worked over the week for each **KRA** and record this **in hours** in the ‘Total’ column. Finally, divide the total time worked for each **KRA** by the total number of hours worked in the week, and multiply by 100 to give the percentage of available time spent on each **KRA**.

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

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

**Question 1**

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

**Your Response:**

**Question 2**

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

**Your Response:**

**Question 3**

Identify six ways to improve your time management

**Your Response:**



**Question 4**

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

**Your Response:**

**Step 2 – ABCDE Template**

Taking into account the results from step 1, plan your next work day using the ABCDE template.

|  |
| --- |
| **The ABCDE To Do List** |
| **A = Must Do**  A-1 …  A-2 …  A-3 **…** |
| **B = Should Do**  B-1 …  B-2 …  B-3 **…** |
| **C = Nice to Do, But …**  C-1 …  C-2 …  C-3 **…** |
| **D = Delegate** |
| **E = Eliminate** |
| \*If you have more than one A task activity, then list them as A-1, A-2, A-3, etc. |

**Step 3 – Work Life Balance**

Just remember, the split between work and life does not have to be 50/ 50. Work Life balance is about how can you set yourself to achieve both your personal and professional goals simultaneously

**Question 1**

What are 5 strategies you can implement to ensure you maintain a work life balance?

**Your Response:**

*Please return online and continue with Topic 3 –* Develop and maintain professional competency’*.*

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**Part 3 – Professional Development Plan**

**ASSESSMENT INSTRUCTIONS**

You should have now read the content and completed the short answer questions for the third topic *‘*Develop and maintain professional competency’*.*

In this Part, you are required to complete Steps 1 - 3.

**Step 1 – My 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. Again, list your KRAs.

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 KRA.

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

**Step 2 – My Career Plan**

Now you have a professional development plan to develop your KRAs. Think about where you want to go with your career. Use the following template to help you progress your career.

|  |  |
| --- | --- |
| **Question** | **Answer** |
| **Where am I now?** |  |
| **Where do I want to be?** |  |
| **What will it take to get there?** |  |
| **Who do I need to speak to and network with?** |  |
| **What is my plan of action?** | **1.**  **2.**  **3.**  **4.**  **5.** |

**Step 3 - Manager’s Sign Off**

Once you have completed all the above meet with your manager to gain feedback and get sign off for this Unit. *Please note, your manager must provide written feedback in the space below*

If you are unable to meet with your manager there are 2 other options available for sign off:

1. Attend a Proteus Implementation Day
2. Arrange an appointment with your Proteus Coach

|  |  |  |
| --- | --- | --- |
| **Manage Personal Work Priorities and Professional Development – Workplace Assessment** | **Yes** | **No** |
| Did the student use business technology to create and use systems and processes to organise and prioritise tasks and commitments? |  |  |
| Did the student measure and maintain personal work performance including assessing KRAs and seeking feedback? |  |  |
| Has the student maintained an appropriate work-life balance to manage personal health and stress? |  |  |
| Does the student participate in networks? |  |  |
| Has the student developed a personal development plan which includes career objectives and an action plan? |  |  |
| Has the student develop new skills? |  |  |
| **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. | | |

**Managers Name:**

**Managers Job Title:**

**Managers Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:**

**ASSESSMENT INSTRUCTIONS**

This is the end of the Workplace Assessment.

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