

# **Unit 239: Manage personal performance and development**

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MANAGE PERSONAL PERFORMANCE



# WORKING TO AGREED STANDARDS AND DEADLINES

Before beginning tasks, you need to know:

- when the deadline is
- required format
- the scope of the task
- sources of information
- support available.



You will also need to consider:

- possible problems that may occur.



# SETTING HIGH STANDARDS

## **Create a reputation for quality –**

- set and maintain a high standard for your work.

## **Professionalism –**

- having the right attitude to doing your job
- ensuring the needs of the organisation are met
- consistency despite difficult circumstances.



# AGREEING DEADLINES

- Why is it important to meet deadlines?
- What has to be done?
- How realistic is it?
- About what you can get done in the time frame, as overload can result in little being completed.



# BEING ACCOUNTABLE

## **Take responsibility for your own work:**

- finishing on time
- dealing with problems that may arise
- reporting progress.



# PROBLEMS

Problems that may occur are:

- equipment failure
- staff sickness
- the specification for the work is altered/widened
- other people not fulfilling their commitments
- work has not been completed to specification and has to be redone
- constant distractions and interruptions.

