**Unit: L/506/1788: Unit 239/205/200 - Manage personal performance and development (BA/CS/TL new)**

*.*

* 1. **Be able to manage personal performance**

|  |  |
| --- | --- |
| 1.1 Agree specific, measurable, achievable, realistic and time-bound (SMART) objectives that align with business needs with line manager |  |
| 1.2 Agree criteria for measuring progress and achievement with line manager |  |
| 1.3 Complete tasks to agreed timescales and quality standards |
| 1.4 Report problems beyond their own level of competence and authority to the appropriate person |
| 1.5 Take action needed to resolve any problems with personal performance |

* 1. **Be able to manage their own time and workload**

|  |  |
| --- | --- |
| 2.1 Plan and manage workloads and priorities using time management tools and techniques |  |
| 2.2 Take action to minimise distractions that are likely to limit the effective management of time and the achievement of objectives |  |
| 2.3 Explain the benefits of achieving an acceptable work-life balance  ***Answer:*** |  |

* 1. **Be able to identify their own development needs**

|  |  |
| --- | --- |
| 3.1 Identify organisational policies relating to personal development  ***Answer:*** |  |
| 3.2 Explain the need to maintain a positive attitude to feedback on performance  ***Answer:*** |
| 3.3 Explain the potential business benefits of personal development  ***Answer:*** |
| 3.4 Identify their own preferred learning style(s) |
| 3.5 Identify their own development needs from analyses of the role, personal and team objectives |
| 3.6 Use feedback from others to identify their own development needs |
| 3.7 Agree specific, measurable, achievable, realistic and time-bound (SMART) development objectives that align with organisational and personal needs |  |

* 1. **Be able to fulfil a personal development plan**

|  |  |
| --- | --- |
| 4.1 Agree a personal development plan that specifies actions, methods, resources, timescales and review mechanisms |  |
| 4.2 Make use of formal development opportunities that are consistent with business needs |
| 4.3 Use informal learning opportunities that contribute to the achievement of personal development objectives |
| 4.4 Review progress against agreed objectives and amend plans accordingly |
| 4.5 Share lessons learned with others using agreed communication methods |