



**Australian Government**

# **BSBWOR501 Manage personal work priorities and professional development**

**Release: 1**

# BSBWOR501 Manage personal work priorities and professional development

## Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

## Application

This unit describes the skills and knowledge required to create systems and process to organise information and prioritise tasks.

It applies to individuals working in managerial positions who have excellent organisational skills. The work ethic of individuals in this role has a significant impact on the work culture and patterns of behaviour of others as managers at this level are role models in their work environment.

No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.

## Unit Sector

Industry Capability – Workplace Effectiveness

## Elements and Performance Criteria

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Establish personal work goals	1.1 Serve as a positive role model in the workplace through personal work planning 1.2 Ensure personal work goals, plans and activities reflect the organisation's plans, and own responsibilities and accountabilities 1.3 Measure and maintain personal performance in varying work conditions, work contexts and when contingencies occur
2. Set and meet own work priorities	2.1 Take initiative to prioritise and facilitate competing demands to achieve personal, team and organisational goals and objectives 2.2 Use technology efficiently and effectively to manage work priorities and commitments 2.3 Maintain appropriate work-life balance, and ensure stress is effectively managed and health is attended to
3. Develop and maintain professional competence	3.1 Assess personal knowledge and skills against competency standards to determine development needs, priorities and plans 3.2 Seek feedback from employees, clients and colleagues and use this feedback to identify and develop ways to improve competence 3.3 Identify, evaluate, select and use development opportunities suitable to personal learning style/s to develop competence 3.4 Participate in networks to enhance personal knowledge, skills and work relationships 3.5 Identify and develop new skills to achieve and maintain a competitive edge

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

<b>Skill</b>	<b>Performance Criteria</b>	<b>Description</b>
Learning	3.1, 3.2, 3.3, 3.4, 3.5	<ul style="list-style-type: none"> <li>Investigates and uses a range of strategies to develop personal competence</li> </ul>
Reading	1.2, 3.1, 3.2	<ul style="list-style-type: none"> <li>Analyses and interprets textual information from organisational policies and practices or feedback to inform personal development planning</li> </ul>
Writing	3.2	<ul style="list-style-type: none"> <li>Uses feedback to prepare reports that summarise ways to improve competence</li> </ul>
Oral Communication	3.2	<ul style="list-style-type: none"> <li>Uses active listening and questioning to seek and receive feedback</li> </ul>
Navigate the world of work	1.2, 2.1	<ul style="list-style-type: none"> <li>Understands how own role contributes to broader organisational goals</li> <li>Considers organisational protocols when planning own career development</li> </ul>
Interact with others	1.1, 3.2, 3.4	<ul style="list-style-type: none"> <li>Selects and uses appropriate conventions and protocols when communicating with diverse stakeholders</li> <li>Uses interpersonal skills to establish and build positive working relationships with others</li> </ul>
Get the work done	1.1, 1.2, 1.3, 2.1, 2.2, 2.3, 3.1	<ul style="list-style-type: none"> <li>Plans and prioritises tasks in order to meet deadlines, manage role responsibilities and to manage own personal welfare</li> <li>Identifies and uses appropriate technology to improve work efficiency</li> </ul>

## Unit Mapping Information

<b>Code and title current version</b>	<b>Code and title previous version</b>	<b>Comments</b>	<b>Equivalence status</b>
BSBWOR501 Manage personal work priorities and professional development	BSBWOR501B Manage personal work priorities and professional development	Updated to meet Standards for Training Packages  Minor edits to clarify Performance Criteria	Equivalent unit

## Links

Companion volumes available from the IBSA website:

[http://www.ibsa.org.au/companion\\_volumes](http://www.ibsa.org.au/companion_volumes) - [http://www.ibsa.org.au/companion\\_volumes](http://www.ibsa.org.au/companion_volumes)