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## Overview

This standard is about developing your own skills and managing your time so that you can meet your objectives.

This standard is for you if you are a manager or supervisor with:

- 1 a tightly defined area of responsibility
- 2 some limited opportunity for taking decisions and managing budgets
- 3 responsibility for achieving specific results by using resources effectively,  
*and*
- 4 responsibility for allocating work to team members, colleagues or contractors.

To achieve your standard certificate you must show that you can

**C1.1                    Develop your own skills to improve your performance**

**C1.2                    Manage your time to meet your objectives**

As a manager, you should continuously develop your own skills and manage your time effectively.

In order to *develop your own skills to improve your performance*, you need to assess your current level of skills, identify, plans and take action to meet your development needs. You also need to review and update your development plans in the light of your progress or changing circumstances.

To *manage your time to meet your objectives*, you need to agree and prioritise your objectives, plan your time, take decisions, and review and reschedule your activities as appropriate.

# PROHBC1 - SQA Unit Code B73D 04

## Manage yourself

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### Performance criteria

### Develop your own skills to improve your performance

- You must be able to:*
- P1 assess your skills and identify your development needs at appropriate intervals
  - P2 take account, in your assessment, of the skills you need to work effectively with other team members
  - P3 produce plans for developing your skills which are consistent with the needs you have identified
  - P4 produce plans for developing your skills which contain specific, measurable and realistic objectives
  - P5 undertake development activities which are consistent with your plans for developing your skills
  - P6 obtain feedback from relevant people and use it to enhance your performance in the future
  - P7 update your plans for developing your skills at appropriate intervals

### Manage your time to meet your objectives

- You must be able to:*
- P8 set objectives which are specific, measurable and achievable
  - P9 prioritise your objectives in line with organisational objectives and policies
  - P10 plan activities which are consistent with your objectives and your personal resources
  - P11 realistically estimate the time you need for activities, and allow for unforeseen circumstances
  - P12 take decisions as soon as you have sufficient information
  - P13 minimise unhelpful interruptions to, and digressions from, planned work
  - P14 regularly review progress and reschedule activities to help achieve your planned objectives

# PROHBC1 - SQA Unit Code B73D 04

## Manage yourself

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### Knowledge and understanding

#### Develop your own skills to improve your performance

*You need to know and understand:*

- K1 why it is important to get feedback from others on your performance
- K2 why continuing self development is important to managerial competence
- K3 how to encourage, enable and use feedback in a constructive manner
- K4 the current and likely future requirements and standards within your job role and how they correspond to your level of competence as a manager
- K5 how to assess your current level of competence
- K6 how to develop a personal action plan for learning and self development with realistic objectives
- K7 how to assess your personal progress and update your plans accordingly
- K8 the principal skills required for effective managerial performance
- K9 the types of interpersonal skills required for effective team work
- K10 relevant types of development activities and their relative advantages and disadvantages
- K11 who are the appropriate people from whom to get feedback on your performance

#### Manage your time to meet your objectives

- K12 why regular reviews of activity and rescheduling of work are important to achieving planned objectives
- K13 why effective time management is important to managerial competence
- K14 how to assess how much information is required before an effective decision can be taken
- K15 how to plan and carry out reviews
- K16 how to set objectives for yourself which are specific, measurable and achievable
- K17 how to prioritise work in line with organisational objectives and policies
- K18 how to estimate the amount of time required to carry out planned activities
- K19 how to assess and plan for contingencies
- K20 how to identify and minimise unhelpful interruptions to planned work
- K21 the kind of contingencies which may occur

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### Additional Information

#### Scope/range

You must produce evidence from your work that you develop your own skills to improve your performance consistently, over a period of time.

You show, in your performance, that

- 1 your assessments take account of:
  - 1.1 work objectives
  - 1.2 personal objectives
  - 1.3 organisational policies and requirements
  
- 2 you obtain support and feedback from at least two of the following types of relevant people:
  - 2.1 team members
  - 2.2 colleagues working at the same level as yourself
  - 2.3 higher-level managers or sponsors
  - 2.4 specialists

You must, however, convince your assessor that you have the necessary knowledge, understanding and skills to be able to perform competently in respect of all types of relevant people listed above.

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## Manage yourself

### Scope/range related to performance criteria

Your performance evidence must show that you have covered all of the statements in each element, and must be the result of real work activities in actual production situations. Simulation is not acceptable for this standard.

You may need to provide other information to support your performance evidence. Here are some examples:

#### **1 Work activities**

- 1.1 consulting relevant people for feedback
- 1.2 reviewing your work with others
- 1.3 decision making on work objectives and priorities
- 1.4 handling interruptions and digressions from your planned work
- 1.5 reviewing progress and reviewing activities

#### **2 Products or outcomes**

- 2.1 assessment reports
- 2.2 plans for developing your own skills
- 2.3 written objectives and work schedules
- 2.4 reviews and progress reports
- 2.5 letters, memos and reports about justifying decisions

#### **3 Written or spoken reports, describing**

- 3.1 how you identified your development needs
- 3.2 how you matched your plans for developing your skills to your needs
- 3.3 how you agreed your objectives
- 3.4 how you set work priorities
- 3.5 how you estimated the time needed to complete activities
- 3.6 how you analysed information when making decisions
- 3.7 how you dealt with interruptions and digressions

#### **4 Witness testimony**

- 4.1 statements from people who were asked for, and provided feedback
- 4.2 statements from people involved in reviews of your progress

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## Manage yourself

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### Scope/range related to knowledge and understanding

Your assessor will need to be satisfied that you have the necessary understanding specified in each 'K' list. Where this is not evident from your performance, you may be asked oral or written questions, or to write a short report.

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## Manage yourself

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<b>Developed by</b>	Proskills
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<b>Originating organisation</b>	MCI
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<b>Original URN</b>	C1
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<b>Relevant occupations</b>	Bookbinders and print finishers
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<b>Suite</b>	Handbinding
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<b>Key words</b>	Handbinding; print; packaging; publishing; book; periodical; binding
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