M&LA1 Manage your own resources

Overview

What this Unit is about

This Unit is mainly about making sure you have the personal resources (particularly knowledge, understanding, skills and time) to undertake your work role, and reviewing your performance against agreed objectives. It also covers identifying and undertaking where gaps have been identified.

Who this Unit is for

The Unit is recommended for team leaders.

Links to other Units

This Unit is linked to Unit A2. Manage your own resources and professional development in the overall suite of National Occupational Standards for Management and Leadership.

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Skills

Listed below are the main generic 'skills' that need to be applied in managing your own resources. These skills are explicit/implicit in the detailed content of the Unit and are listed here as additional information.

- Setting objectives
- Communicating
- Planning
- Time management
- Evaluating
- Reviewing
- Learning
- Obtaining feedback
- Self-assessment

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Performance Criteria

You must be able to:

1. Identify and agree the requirements of your work role with those you report to.
2. Discuss and agree personal work objectives with those you report to and how you will measure progress.
3. Identify any gaps between the requirements of your work role and your current knowledge, understanding and skills.
4. Discuss and agree, with those you report to, a development plan to address any identified gaps in your current knowledge, understanding and skills.
5. Undertake the activities identified in your development plan and discuss, with those you report to, how they have contributed to your performance.
6. Get regular and useful feedback on your performance from those who are in a good position to judge it and provide you with objective and valid feedback.
7. Discuss and agree, with those you report to, any changes to your personal work objectives and development plan in the light of performance, feedback received, any development activities undertaken and any wider changes.
8. Check, on a regular basis, how you are using your time at work and identify possible improvements.
9. Ensure that your performance consistently meets or goes beyond agreed requirements.

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Behaviours

You will exhibit the following behaviours:

1. You recognise changes in circumstances promptly and adjust plans and activities accordingly.
2. You prioritise objectives and plan work to make best use of time and resources.
3. You take personal responsibility for making things happen.
4. You take pride in delivering high quality work.
5. You agree achievable objectives for yourself and give a consistent and reliable performance.
6. You find practical ways to overcome barriers.
7. You make best use of available resources and seek new sources of support when necessary.

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Knowledge and Understanding

You need to know and understand:

General knowledge and understanding

1 Why managing your resources (particularly knowledge, understanding, skills and time) is important.

2 How to identify the requirements of a work role.

3 How to set work objectives which are SMART (Specific, Measurable, Achievable, Realistic and Time-bound).

4 How to measure progress against work objectives.

5 How to identify development needs to address any identified gaps between the requirements of your work role and your current knowledge, understanding and skills.

6 What an effective development plan should contain.

7 The type of development activities that can be undertaken to address identified gaps in knowledge, understanding and skills.

8 How to identify whether/how development activities have contributed to your performance.

9 How to get and make effective use of feedback on your performance.

10 How to update work objectives and development plans in the light of performance, feedback received, any development activities undertaken and any wider changes.

11 How to record the use of your time and identify possible improvements.

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Knowledge and Understanding

You need to know and understand:

Industry/sector specific knowledge and understanding

1 Industry/sector requirements for the development or maintenance of knowledge, understanding and skills.

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Knowledge and Understanding

You need to know and understand:

Context specific knowledge and understanding

1. The agreed requirements of your work role including the limits of your responsibilities.
2. Your agreed personal work objectives.
3. The reporting lines in your organisation.
4. Your current knowledge, understanding and skills.
5. Identified gaps in your current knowledge, understanding and skills.
6. Your personal development plan.
7. Your organisation's policy and procedures in terms of personal development.
8. Available development opportunities and resources in your organisation.
9. Possible sources of feedback in your organisation.

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Evidence Requirements

PC	**Evidence of Performance Criteria:** ♦ possible examples of evidence	Behaviours	Knowledge and Understanding		
			General	Industry specific	Context specific
PC1	**Your evaluation of the requirements of your work role, based on both formal and informal sources**				
	♦ your job description	**-**	**2**	**-**	**1**
	♦ notes of conversations with managers and colleagues about their expectations	**5**	**2, 9**	**1**	**1, 2, 3**
	♦ personal statement (reflections on role tasks and responsibilities)	**5**	**2**	**1**	**1, 2**
PC2 PC9	**Your personal work objectives and records of achievement against these objectives**				
	♦ notes, minutes, reports or other records of performance review or appraisal meetings, team meetings or other meetings at which you agreed your work objectives	**1, 2, 5**	**3, 5, 9, 10**	**1**	**1, 2, 3, 4**
	♦ notes, minutes, reports or other records of performance review or appraisal meetings, team meetings or other meetings, 360° appraisal outcomes, and other formal or informal feedback on your performance	**1, 2, 3, 5**	**5, 9, 10**	**1**	**1, 2, 3, 4, 5**
	♦ witness statements (comments on your achievement of agreed objectives)	**1, 2, 3, 5**	**-**	**-**	**-**
PC3 PC4 PC6 PC7	**Assessment of your current knowledge, understanding and skills, an analysis of how well these reflect the requirements of your work role and your development plan to address any needs**				
	♦ qualification certificates and transcripts	**-**	**5**	**-**	**-**
	♦ personality and skill inventories and assessment centre reports	**-**	**5, 9**	**-**	**5**
	♦ appraisal/performance review records and notes or other records of informal feedback	**3, 4, 7**	**1, 2, 4, 5, 9**	**1**	**4, 5**
	♦ development plans	**3, 6, 7**	**1, 6, 7**	**1**	**5, 6, 7, 8**
	♦ personal statement (reflections on relationship between knowledge, understanding and skills and the requirements of your work role)	**4**	**1, 5, 6, 7, 9**	**1**	**5, 6, 7, 8**
PC5	**Evidence of having undertaken training and development activity to meet identified development needs**				
	♦ attendance certificates and post-course evaluation reports	**-**	**-**	**1**	**7, 8, 9**
	♦ witness statements (comments on your learning and its application to the work role)	**4, 6, 7**	**-**	**-**	**-**
	♦ personal statements (reflections on learning and its application to the work role)	**4, 6, 7**	**8**	**1**	**7, 8, 9**
PC8	**Work schedules, time plans or similar records of work activity that shows task plans and reviews**				
	♦ proprietary time planner systems and self-designed schedules or plans that you have prepared	**1, 2, 3, 5, 6, 7**	**3, 4, 10, 11**	**-**	**1, 2**
	♦ outputs of electronic systems (eg MS Schedule) that you have prepared	**1, 2, 3, 5, 6, 7**	**3, 4, 10, 11**	**-**	**1, 2**