

BSBWOR404A - Develop Work Priorities

This unit describes the performance outcomes, skills and knowledge required to plan one's own work schedules, to monitor and to obtain feedback on work performance and development. It also addresses the requirement to take responsibility for one's own career planning and professional development.

Designed for: This course is suitable for all frontline managers.

Duration: 1 day

Application of the unit: This unit applies to individuals who are required to design their own work schedules and work plans, and to establish priorities for their work. They will typically hold some responsibilities for the work of others and have some autonomy in relation to their own role.

Elements and performance criteria:

Element	Performance criteria
Plan and complete own work schedule	<ul style="list-style-type: none"> ▪ Workgroup plans are prepared to reflect consideration of resources, client needs and workgroup targets ▪ Work objectives and priorities are analysed and incorporated into personal schedules and responsibilities ▪ Factors affecting the achievement of work objectives are identified and contingencies established and incorporated into work plans ▪ Business technology is used efficiently and effectively to manage and monitor planning completion and scheduling of tasks
Monitor own work performance	<ul style="list-style-type: none"> ▪ Personal performance standards are identified and analysed through self-assessment and feedback from others on the achievement of work objectives ▪ Feedback on performance is actively sought from colleagues and clients and evaluated in context of individual and group requirements ▪ Variations in the quality of service and products are routinely identified and reported in accordance with organisational requirements
Coordinate professional development	<ul style="list-style-type: none"> ▪ Personal knowledge and skills are assessed against organisational benchmarks to determine development needs and priorities ▪ Opportunities for improvement and sources of learning are researched and planned in liaison with colleagues ▪ Feedback is used to identify and develop ways to improve competence within available opportunities ▪ New skills are identified and professional development activities are accessed and completed to facilitate continuous learning and career development ▪ Records and documents relating to achievements and assessments are stored and maintained in accordance with organisational requirements



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