
Overview

Manage your own diary and make your own travel and accommodation arrangements in line with your organisation's procedures.

Links: Self Administration; SAS / A411.

Specific skills

1. communicating
2. interpersonal skills
3. managing time
4. managing resources
5. negotiating
6. recording
7. organising
8. planning
9. problem solving
10. using technology

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Performance criteria

You must be able to:

- P1 assess the need for meetings, their purpose and possible alternative methods of dealing with business
- P2 make best use of your time by prioritising
- P3 make requests for meetings providing appropriate supporting information
- P4 identify and confirm optimum times and locations for meetings, avoiding conflicts
- P5 negotiate / renegotiate arrangements, where necessary
- P6 record, view and update diary entries regularly
- P7 make your diary available to colleagues
- P8 arrange your own travel and accommodation using the most efficient and cost effective means and in line with your organisations procedures
- P9 keep an appropriate record of travel, accommodation and other expenses
- P10 submit travel and accommodation expenses in line with your organisations procedures

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Knowledge and understanding

You need to know and understand:

- K1 the purpose and benefits of managing own time and commitments to achieve desired results
- K2 methods of time and diary
- K3 how to identify when meetings or other events are necessary
- K4 other options to having meetings or other types of events
- K5 how to prioritise events and commitments
- K6 the purpose and value of making your diary available to colleagues
- K7 the types of travel arrangements and accommodation that need to be made and how to do make these
- K8 the optimum methods of travel and accommodation and organisational requirements for travel, accommodation and different types of expenses
- K9 the purpose and benefits of considering costs

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Relevant occupations	Business, Administration and Law; Arts, Media and Publishing; Health, Public Services and Care; Medicine and Dentistry; Nursing and Subjects and Vocations Allie; Health and Social Care; Public Services; Child Development and Well Being; Environmental conservation; Professional Occupations; Managers and Senior Officials; Information and Communication Technology; Research Professionals; Librarians and Related Professionals; Engineering Professionals; Science Professionals; Associate Professionals and Technical Occupations; Corporate Managers and Senior Officials; Application Support; Business Analyst; Managers and Proprietors in Hospitality ; Engineering and manufacturing technologies; Construction, Architecture; Building and construction; Urban, rural and regional planning; Retailing and wholesaling; Warehouse and distribution; Service enterprises; Hospitality and catering; Leisure, travel and tourism; Sport, leisure and recreation; Travel and tourism; Media and communication; Education and training; Teaching and lecturing; Direct learning support; Preparation for life and work; Preparation for work; Accounting and finance; Administration; Business management; Marketing and sales; Law and legal services; Production Managers; Functional Managers; Quality and Customer Care Managers; Financial Institution and Office Manager; Managers in Distribution, Storage and Re; Protective Service Officers; Health and Social Services Officers; Managers in Farming, Horticulture, Forestry; Managers and Proprietors In Other Services; Health Professionals; Legal Professionals; Business and Statistical Professionals; Architects, Town Planners and Surveyors; Public Service Professionals; Science and Engineering Technicians; IT Service Delivery Occupations;

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Health Associate Professionals; Therapists; Social Welfare Associate Professionals; Protective Service Occupations; Artistic and Literary Occupations; Design Associate Professionals; Media Associate Professionals; Sports and Fitness Occupations; Administration and Secretarial Occupations; Government and Related Organisations; Finance; Records; Communications; General; Secretarial and Related Occupations; Personal Service Occupations; Healthcare and Related Personal Services; Childcare and Related Personal Services; Animal Care Services; Leisure and Travel Service Occupations; Housekeeping Occupations; Personal Services Occupations NEC; Sales and Customer Services Occupations; Sales Assistants and Retail Cashiers; Sales Related Occupations; Customer Service Occupations; Elementary Occupations; Elementary Agricultural Occupations; Elementary Construction Occupations; Elementary Process Plant Occupations; Elementary Goods Storage Occupations; Elementary Administration Occupations; Elementary Personal Services Occupations; Elementary Cleaning Occupations; Elementary Security Occupations; Elementary Sales Occupations; Transport Associate Professionals; Legal Associate Professionals; Business and Finance Associate Professionals; Sales and Related Associate Professional; Conservation Associate Professionals; Public Service and Other Associate Professionals

Suite

Self Administration NOS

Key words

communicating, interpersonal skills, manage resources, managing time, negotiation, organisation, planning, problem solving, recording, using technology, prioritise, diary, travel, arrangements, expenses, meetings