SFJHA2
Manage your own resources and professional development

Overview

This unit is about managing your personal resources, particularly knowledge, understanding, skills, experience and time, and your professional development, in order to achieve your own objectives and your career and personal goals.

You need to understand your work role and how it fits into the overall vision and objectives of your organisation, whilst also understanding what is driving you in terms of your values and your career and wider personal aspirations.

Identifying and addressing gaps in your skills and knowledge and understanding are essential aspects of this unit.

For the purposes of this unit, 'organisation' can mean a self-contained entity such as an agency, a private sector company, a charity or a local authority, or a significant operating unit, with a relative degree of autonomy, within a larger organisation.

There is one element

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Target Group

This unit is recommended for those in senior operational and also managerial roles.

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You must be able to:

P1 evaluate, at appropriate intervals, the current and future requirements of your work-role taking account of the vision and objectives of the organisation

P2 consider your values and your career and personal goals, and identify information which is relevant to your work role and professional development

P3 discuss and agree personal work objectives with those you report to and how you will measure progress

P4 identify your preferred learning style(s) and ensure that you take this into account in identifying and undertaking development activities

P5 identify any gaps between the current and future requirements of your work- role and your current knowledge, understanding and skills

P6 discuss and agree, with those you report to, a development plan to address any identified gaps in your current knowledge, understanding and skills and which supports your own career and personal goals

P7 undertake the activities identified in your development plan and evaluate their contribution to your performance

P8 review and update your personal work objectives and development plan in the light of performance, any development activities undertaken and any wider changes

P9 obtain regular and useful feedback on your performance from those who are in a good position to judge it and to provide objective and valid feedback

P10 ensure that your performance consistently meets or goes beyond agreed requirements

P11 address multiple demands without losing focus or energy

P12 recognise changes in circumstances promptly and adjust plans and activities accordingly

P13 prioritise objectives and plan work to make the best use of time and resources

P14 take personal responsibility for making things happen

P15 show an awareness of your own values, motivations and emotions

P16 agree achievable objectives for yourself and give a consistent and reliable performance

P17 recognise your own strengths and limitations, play to your strengths and use alternative strategies to minimise the impact of your limitations

P18 make best use of available resources and seek proactively new sources of support when necessary

P19 reflect regularly on your own experiences and use these to inform future action

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Knowledge and understanding	**General knowledge and understanding**

You need to know and understand:

K1   the principles which underpin professional development

K2   the importance of considering your values and career and personal goals, and how to relate them to your job role and professional development

K3   how to evaluate the current requirements of a work role and how the requirements may evolve in the future

K4   how to set appropriate objectives which are SMART (Specific, Measurable, Achievable, Realistic and Time-bound)

K5   how to identify development needs to address any identified gaps between the requirements of your work-role and your current knowledge, understanding and skills

K6   effective development planning, including what plans should contain and the length of time that it should cover

K7   the range of different learning styles and how to identify the style(s) which work(s) best for you

K8   the type of development activities which can be undertaken to address identified gaps in your knowledge, understanding and skills

K9   how to identify whether/how development activities have contributed to your performance

K10 how to update work objectives and development plans in the light of performance, feedback received, any development activities undertaken and any wider changes

K11 how to monitor the quality of your work and your progress against requirements and plans

K12 how to evaluate your performance against the requirements of your work-role

K13 how to identify and use good sources of feedback on your performance

Justice sector specific knowledge and understanding

You need to know and understand:

K14 justice sector requirements for the development or maintenance of knowledge, skills and understanding

Context specific knowledge and understanding

You need to know and understand:

K15 the requirements of your work-role including the limits of your responsibility

K16 the vision and objectives of your organisation

K17 your own values and career and personal goals

K18 your personal work objectives

K19 your preferred learning style(s)

K20 your current knowledge, understanding and skills

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K21 identified gaps in your current knowledge, understanding and skills

K22 your personal development plan

K23 available development opportunities and resources in your organisation

K24 your organisation's policy and procedures in terms of personal development

K25 reporting lines in your organisation

K26 possible sources of feedback in your organisation

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Additional Information

This unit is imported from the Management Standards Centre (MSC) suite of standards.

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