

BSBWOR501 MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

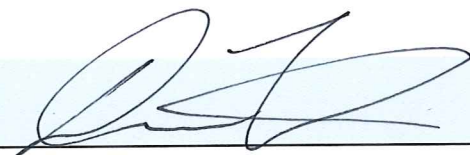
PRACTICAL ASSESSMENT INSTRUCTIONS

- The following practical assessment will require the participant to complete work related activities.
- Observations will be conducted of the participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below, providing your name, signature and date of assessment.
 - Your signature acknowledges that the assessor provided clear instructions and the participant understood what was required to complete this assessment.
- The assessor may substitute a Practical Task with another task of equal value.
 - Alternate tasks must be fully documented by the assessor.

Participant name MARK SZTYBEL

Participant signature 

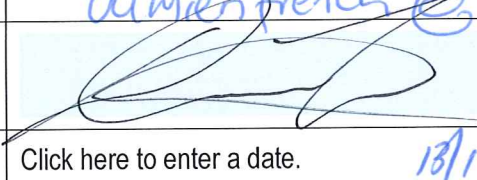
Assessor name Damien French

Assessor signature 

Date Click here to enter a date. 13/1/22

Number of tasks	Number of tasks completed	Satisfactory?	
		Yes	No
1		☐	☐

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Practical Task 1	
Description of task: A suitable observer is to verify the participant's ability to create systems and process to organise information and prioritise tasks. These tasks may be simulated or real. The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document.	
Resources required: Project documentation, Technology to manage work priorities/commitments.	
Assessment of task	
Name of participant:	MARK SZYBEL
Name of observer:	Damen French
Role of observer (Confirm suitability to sign)	SENIOR PROJECT MANAGER
Email address of observer	damenfrench@nilsen.com.au
Signature of observer:	
Date:	Click here to enter a date. 13/1/22
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
1 Establish personal work goals	
1.1A. Serve as a positive role model in the workplace through personal work planning.	☒
1.1B. Ensure personal work goals, plans and activities reflect the organisation's plans, and own responsibilities and accountabilities.	☒
1.1C. Measure and maintain personal performance in varying work conditions, work contexts and when contingencies occur.	☒
2 Set and meet own work priorities	
1.2A. Take initiative to prioritise and facilitate competing demands to achieve personal, team and organisational goals and objectives.	☒
1.2B. Use technology efficiently and effectively to manage work priorities and commitments.	☒
1.2C. Maintain appropriate work-life balance, and ensure stress is effectively managed and health is attended to.	☒
3 Develop and maintain professional competence	
1.3A. Assess personal knowledge and skills against competency standards to determine development needs, priorities and plans.	☒

1.3B. Seek feedback from employees, clients and colleagues and use this feedback to identify and develop ways to improve competence.	☒
1.3C. Identify, evaluate, select and use development opportunities suitable to personal learning style/s to develop competence.	☒
1.3D. Participate in networks to enhance personal knowledge, skills and work relationships.	☒
1.3E. Identify and develop new skills to achieve and maintain a competitive edge.	☒
The participant's performance was: ☒ Satisfactory ☐ Not Satisfactory	

OBSERVER COMMENTS

- MAINTAINS MORALE VIA CORRECT AND CONCISE DOCUMENTATION HELPING SITE TEAM
- GETS REGULAR REVIEWS VIA PERSONAL DEVELOPMENT SOFTWARE
- VERY PROFICIENT IN JOB SOFTWARE
- ATTENDS GYM DAILY
- SEEKS OUT FURTHER TRAINING TO STAY AHEAD

Tasks

BIM

Documents

Mail

Field

Packages

Tenders

Workflows

Search Workflows Assigned to me

Save Search As

-- Saved Searches --



Workflow
Status

Step
Status

Template

Step
Outcome

Workflow
No.

Document
No.

Initiator

Assigned
To

Mark Sztybel - Nielsen (QLD) Pty Ltd

Workflow
Name

Step Name

Date
Range

Add another date query

Super
Search



☐ Show my tasks only

Group By

Sort by



Show

per page

Add/Remove Columns

Clear

Search

ACONEX JOB MANAGEMENT SOFTWARE

My Projects

OMTRAK JDB HANDOVER PROGRAM

My Account

Account Settings

Support Resources

Help Center

Sign out

My Profile

 Mark Szttybel

Name	Edit	Last Login Date
Mark Szttybel		Jan 14, 2022 9:15 AM GMT+11:00
Job Title	Edit	Last Project Accessed
Project Manager		Queens Wharf - Built Contract Work
Email Address	Edit	Access To
marksztybel@nilsen.com.au		1 projects
Phone Number	Edit	
Password	Reset	

 Procore	Connect	
Account Not Connected		
2-Step Verification	Edit	
Disabled		
Mail Signature	Edit	
No Signature		

1. *Journal of Management Education*, 2000, 24(1), 10-19.