

MANAGE PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT

1 Establish personal work goals

1.1A. Serve as a positive role model in the workplace through personal work planning.

Working as a project manager organisation is key. For me to demonstrate this to the team I use a large white board where I have some short and long term work goals listed for everyone to see. I also use this white board to display an overview for each project.

1.1B. Ensure personal work goals, plans and activities reflect the organisation's plans, and own responsibilities and accountabilities.

Currently we have a high priority project in the end stages and to align myself with the company's directive I am allocating a majority of my hours per week to this project. I demonstrate this by entering my meetings and time allocated to this job on my white board weekly planner.

1.1C. Measure and maintain personal performance in varying work conditions, work contexts and when contingencies occur.

This year, with COVID has provided a number of challenges to us all. It has been tough at home for myself and a number of my team so keeping this in mind has been critical when assessing myself and the team. Never has being flexible and understanding been more important in my role. Personally, there have been days where I don't feel like I have committed 100% but I am quick to recalibrate and make up for it in the following days.

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.

Again this year has provided a number of chances to reprioritise how we are working and what should be a key goal for a particular day or week. If we had a slow day I was quick to adapt and rather than having the team feel worried or unsure about work consistency and job security I reassured them and took them out for coffee and used the time to work on our team building.

1.2B. Use technology efficiently and effectively to manage work priorities and commitments.

We use a web based program that allows us to jobs and meetings corresponding to the project and as specific as each client. This enables us to have a really clear picture of recent conversations and actions taken to keep the team up to date with communications.

1.2C. Maintain appropriate work-life balance, and ensure stress is effectively managed and health is attended to.

I book all of my GP check ups and dental appointments at the beginning of the year to make sure I allocate time for my health. For work life balance and stress relief I go surfing once a week and more if possible.

3 Develop and maintain professional competence

1.3A. Assess personal knowledge and skills against competency standards to determine development needs, priorities and plans.

Continued education and self-improvement is a key focus of mine. I talk to people who are in similar positions to me as well as people who hold positions that I may wish to pursue in the future. I set myself a goal to learn something new each year.

1.3B. Seek feedback from employees, clients and colleagues and use this feedback to identify and develop ways to improve competence.

As mentioned, I am always engaging the people around me not only to learn about their career pathway but also to ascertain feedback and identify potential self-improvement opportunities if the relationship allows for it. There is so much to learn from everyone I come in contact with not just those above me.

1.3C. Identify, evaluate, select and use development opportunities suitable to personal learning style/s to develop competence.

I preferentially learn from reading, meaning I am a visual learner which can be challenging working in an industry that is known for talking and face to face relationships. My most useful tool is our web based program which allows me to schedule and write planning notes for my discussions with my client as well as recap the conversations we had and note required actions to come from the meeting. Being able to see the interactions I have had and document the next steps by writing them out really helps me work to my potential.

1.3D. Participate in networks to enhance personal knowledge, skills and work relationships.

Master electricians run events each month to allow all aspects of the business to come together to network. These outings are important for me to attend to make new connections and maintain positive relationships with my peers.

1.3E. Identify and develop new skills to achieve and maintain a competitive edge.

As I mentioned earlier, I aim to complete one new learning task each year which is a lot of extracurricular work but I believe that always learning and developing is key to staying ahead of the game.