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| Title: | **Managing yourself**  |
| Level: | 2 |
| Credit value: | 1 |
| Unit guided learning hours | 4 |
| Learning outcomes (the learner will) | Assessment criteria (the learner can) |
| 1. Know how to use effective personal time management to achieve team goals
 | 1.11.21.31.4 | Explain the importance of effective time managementIdentify your strengths and weaknesses in time management Set and prioritise personal SMART objectives to achieve team goalsDescribe a simple time management technique for achieving objectives |
| 1. Know how to manage own stress
 | 2.12.22.32.4 | Identify causes of stress and state their impact on the workplaceList symptoms of stress in the workplaceDescribe a simple stress management technique that could help to reduce stress or its effectsIdentify sources of support available in the workplace or elsewhere for stress management |
| **Additional information about the unit** |  |
| Unit purpose and aim(s) | To develop an understanding of managing yourself required by a practising or potential team or cell leader. |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | Links to MSC 2004 NOS: A1 |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) |  |
| Support for the unit from a sector skills council or other appropriate body (if required) | Council for Administration (CfA) |
| Equivalencies agreed for the unit (if required) | M2.20 Managing yourself |
| Location of the unit within the subject/sector classification system | 15.3 Business Management |
| **Additional Guidance about the Unit** |
| **Indicative Content:** |
| 1 | * Setting SMART objectives and using them to prioritise own actions
* Simple time management techniques
* Awareness of own skills and abilities
* Personal objectives in relation to team objectives
* Developing flexibility, responding to changing circumstances at a daily level
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| 2 | * Causes and impacts of stress at work
* Symptoms of stress in self
* Implications of stress for workplace and non-work activities/relationships
* Simple stress management techniques
* Available sources of support
* Action planning and review techniques
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