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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 | | | 1.1  1.2  1.3  1.4 | Explain the importance of effective time management  Identify your strengths and weaknesses in time management  Set and prioritise personal SMART objectives to achieve team goals  Describe a simple time management technique for achieving objectives |
| 1. Know how to manage own stress | | | 2.1  2.2  2.3  2.4 | Identify causes of stress and state their impact on the workplace  List symptoms of stress in the workplace  Describe a simple stress management technique that could help to reduce stress or its effects  Identify 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 | | | |
| 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 | | | |