

**Managing self and personal skills**

*Being aware of own behaviour and mindful of how it impacts on others, enhancing personal skills to adapt professional practice accordingly.*

**Self**

|  |  |  |
| --- | --- | --- |
| Indicator | How I do/have done this | How I could start/continue to do this |
| Being well prepared for meetings and presentations |  |  |
| Demonstrating an awareness of own values, motivations and emotions |  |  |
| Keeping up to date with what is happening in professional area |  |  |
| Having an enthusiastic and positive ‘can-do’ approach |  |  |
| Maintaining a healthy life balance |  |  |
| Speaking and writing by using clear succinct language |  |  |
| Showing consistency between words and actions |  |  |
| Being self-motivated |  |  |
| Accepting and demonstrating personal responsibility for health and safety, data protection and other compliance areas |  |  |

**Others**

|  |  |  |
| --- | --- | --- |
| Indicator | How I do/have done this | How I could start/continue to do this |
| Giving and receiving constructive feedback as part of normal day-to-day work activity |  |  |
| Developing and maintaining personal networks of contacts |  |  |
| Ensuring own behaviour, words and actions support a commitment to equality of opportunity and diversity |  |  |
| Chairing meetings effectively, ensuring everyone has an opportunity to contribute |  |  |
| Getting the best from others through effective communication |  |  |
| Managing own response when faced with challenging situations |  |  |
| Ensuring that own behaviours consistently provide a positive role model |  |  |

**Organisation**

|  |  |  |
| --- | --- | --- |
| Indicator | How I do/have done this | How I could start/continue to do this |
| Applying personal skills appropriately to represent the organisation positively |  |  |
| Recognising personal accountability to the organisation through your work and interactions |  |  |

Examples of behaviours that may indicate a need for further development in managing self and personal skills

* Talking or writing at inappropriate length
* Focusing almost exclusively on own job or own department
* Being consistently late for meetings
* Missing deadlines
* Reacting defensively to constructive feedback
* Ignoring the views and suggestions of others