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| Title | **Develop professionalism** | | |
| Level | **3** | **Credits** | **3** |

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| Purpose | This Competency standard identifies the competencies required to Develop Professionalism as per Organization’s approved guidelines and procedures. You will be expected to create a personal vision / mission, manage your attitude, practice self-discipline, manage time, manage your professional development, and participate in trainings and performance review. Your underpinning knowledge about Develop Professionalism will be sufficient for you to provide the basics of the work. |

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| Classification ISCED | 0416 Wholesale and retail sales |

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| Available grade | Competent / Not yet competent |

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| Modification history | N/A |

| **Unit of Competency** | **Performance Criteria** | **Knowledge** |
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| **G1. Create a personal vision / mission** | **You must be able to:**   1. Clarify / prioritize self-values and consider the value of others. 2. Clarify expectations of yourself and expectations others have of you. 3. Identify what you need to do to be successful (personal standards, targets, goals, principals) 4. Set specific short and long term goals. 5. Translate the vision into actionable steps. 6. Integrate the vision into daily practice. 7. Recount frequently with your vision and change accordingly. | **You must be able to:**   1. Explain long and short term goals. 2. Explain why personal vision and mission is important for success. 3. Describe the advantages of personal vision and mission. |
| **G2. Manage your attitude.** | **You must be able to:**   1. Challenge yourself, break old habits, and move out of your comfort zone. 2. Practice innovative techniques for out of the box creative thinking. 3. Seek out support and feedback from others on the team, in the organization / community etc. 4. Identify daily, weekly accomplishments. 5. Read inspirational material, audiotapes etc. | **You must be able to:**   1. Explain the importance of personal and professional motivation 2. Identify your positive attitude. 3. Explain the advantages of innovative ideas and techniques during job. |
| **G3. Practice self-discipline** | **You must be able to:**   1. Accountable for your performance. 2. Identify what you need to do to be successful. 3. Communicate your priorities to others. 4. Make and honour appointments with yourself and others. 5. Practice relaxation and energizing techniques. | **You must be able to:**   1. Explain the importance of communication. 2. Explain the advantages of self-discipline. |
| **G4. Manage time** | **You must be able to:**   1. Isolate key success activities and prioritize them. 2. Breakdown large tasks down into manageable action steps (set time frame). 3. Create or adopt action plans and follow it. 4. Set aside appropriate blocks of time for goal-related activities. 5. Make the best possible use of support people / recourses to accomplish tasks. | **You must be able to:**   1. Explain the importance of time management to achieve different tasks. |
| **G5.Manage your professional development** | **You must be able to:**   1. Take inventory of your personal interests, abilities, skills, knowledge etc. 2. Identify and prioritize the strengths and gaps. 3. Use available assessment tools. 4. Create a personal growth strategy / career path. 5. Set personal goals and timeframe for achieving them. 6. Learn from your mistakes. | **You must be able to:**   1. Explain the importance and need of professional development. |
| **G6.Participate in trainings and performance review** | **You must be able to:**   1. Analyse, evaluate and improve performance, and report significant issues/problems to senior management 2. Demonstrate to-do attitude in profession 3. Demonstrate understanding of skills requirements 4. Use the competences acquired in trainings | **You must be able to:**   1. Define concept about performance standards. 2. Explain policies, procedures and regulations regarding human resources of the organization. 3. Explain self-planning and management techniques 4. Define goals and strategies of self- development. 5. Explain relevant knowledge about training / job requirements |