

Personal work priorities and professional development

[Business](#), [Management](#)



To be a good leader, one needs to have a strong exemplary and admirable personality. This includes possessing qualities like self-confidence and a positive attitude. Though I performed rather well on the test on personal characteristics, I feel I need to understand myself and work on my self-confidence and also seek to develop a positive outlook in my daily endeavors. These are two areas that I performed poorly. Self-confidence entails the knowledge that I will be successful in anything that I undertake. Being self-confident would make me more powerful, popular, and would make me more persuasive with the people I encounter. Moreover, exhibiting self-confidence will make me more cheerful and affable, and people will always be receptive of me wherever I go, since most people want to be around and be associated with people with strong self-confidence. Being confident will also be of great help in the organization I will work for. As an employee, I am an ambassador of the organization. As I interact with people, I should be able to represent my organization positively. Moreover, having a positive outlook will personally help me to be realistic in life and always to look and hope for the best. An organization I may work for would also benefit in that I will always think in terms of solutions and how any situation, no matter how bleak it may appear, could be made to work to the advantage of the organization. As such, I feel the proposed training will come in handy to me as an individual and the organizations I may work for. According to the report, I have not quite mastered decision-making process skills, and need to be more proactive. Decision-making is a vital tool for a leader, since he/she will be confronted by many situations that need clear decisions that would affect the future of the organization. This also applies to me as an individual.

In a bid to improve my decision-making skills, I sought feedback from my boss and my peers. My boss reported that I am not badly off and that I had a good approach towards decision-making. However, He said that I needed to learn how to anticipate problems and seek to avert them, or be ready with solutions. My peers reported that I concentrated more on the decision than the process. Most of them said that I needed to have several solutions at hand in case one bounces. My development opportunity in this training will be time management and communication skills. However, I will concentrate on time management since I scored the lowest marks. As a leader, I will need to be able to organize my team and their work as well as timely fulfilling my job and personal responsibilities. I will take courses that will help me improve on time management. I will enroll at Australian Institute of Management (<http://www.aimqld.com.au/training/coursedirectory/alphalist.asp>). I will take two courses: leadership essential (\$1800, 3days); and Leadership challenges for a woman (\$300, 1day) (Member price). I will also take a time management course in the same institute for two days at \$1300. To add more knowledge, I will enroll at Odyssey training (<http://www.odysseytraining.com>.

<http://www.odysseytraining.com.au/business-skills-training/time-management-course/#.U6EXcmAwDIU>) for a time-management and communication skills courses at \$495 and \$550 respectively for one day. To improve my skills further, I will also join Public Relations Institute of Australian for \$360(professional). I will also participate in National conference research colloquium and World Public Relations Forum. To build a competitive edge, I will establish a culture of healthy debates amongst my team members. This is a constructive and meaningful

way to provoke my team to brainstorm on innovative ideas that would improve the organization. Secondly, having delivered a strong business and financial case, I will not hesitate to offer an employee chance to pursue an idea he/she is passionate about. Lastly, I will always give credit to jobs well done and implement policies that will ensure constant motivation of my team members. To ensure that I retain my capacity to practice safely, efficiently and within the provision of law, I will seek further learning and training in: problem-solving; to be able to approach problems in a systematic way; emotional intelligence; to be better at recognizing my own emotions and those of other people. Lastly, I will seek further training in transformational leadership so as to learn how to motivate and inspire vision for the future amongst my team members. One of the legislation that governs workplace safety issues is: Health and Safety at Work Act 1974 (Hse. gov. uk). The legislation is commonly referred to as HASAW or HSW. This is an act of parliament that forms the main item of health and safety regulation in the United Kingdom. According to this Law, all employers are charged with the responsibility of ensuring health, safety and welfare at work, in so far as it is reasonably practicable. The act also requires that dangerous substances should be handled and stored safely. Furthermore, among other requirements, the legislation demands adequate training of employees to ensure maintenance and improvement of their career. Work Cited Hse. gov. uk. Health and Safety at Work Act 1974 – Legislation Explained. May. 2014. Web. 24 Jun. 2014.