Manage personal work priorities and professional development

Student Name: Malik Daniyal Student id: STD02067 Project title: Manage personal work priorities and professional development Introduction:- In this project I m going to describe all about my future and recent planning and mygoalsand objectives. In which comes my dream , my futures goal , what I have to do for achieving my goal , how I can be successful and how I can fulfilled my and myfamilyfuture dream. And what steps I have to take and which steps are not good for my future and how I should move step by step toward my destination.

Where I am now and for achieving my goal what qualities I have and what I have to get and have to achieve. A Reflection Paper is a formal written presentation of a critical reflection about a specific issue. A reflection paper is truly a paper from the heart. To write one, I will be recounting, or reflecting upon, experiences I have had during a specific event. If I was an intern, it would be a paper about how I enjoyed it and what I learned.

Explanation in Detail :- Q: what makes a good role model and how would I ensure that I acted as a role model for employees I supervise? A good role model is someone who can make positive choices on his or her own. They are a person that people especially young kids can look up to in hopes to follow in their footsteps. They do not have to be famous but as a whole, they need to live a life that allows people to want to achieve goals and try to do the right things.

I think mentors should be role models, BUT a role model who hasn't forgotten where s/he came from, how s/he got to where s/he is now and always looking back to see if s/he can help those that came from the very same place and positive role model should be encouraging and must have

ability to recognised the qualities of employees working under his/her and a positive role model should show his/her technical ability andtime managementskills as well. Q: what are the traits of an effective leader ? do I have these traits? How would I develop these traits? As a leader, I know how to identify each of my team member's strongest skills and assets.

Because you don't expect each person on the team to excel in every area, you also know that it's important to create a diverse group of people who balance and complement one another. Similarly, leaders have their own unique skills and specializations. Effective leaders often possess the following five traits :- 1. Focused:- To lead a team to success, leaders must possess an extraordinary amount of focus. It's important to eliminate distractions from the work area. While leaders are often pulled in numerous directions simultaneously, they must be able to retain clear minds and focus on the things that matter. 2. Passionate:-

It's possible to teach someone to be a leader, but truly effective leaders are already passionate about what they do. Their enthusiasm and level of commitment can inspire our team members and motivate them to do better work. 3. Assertive:- As a leader, he have requirements for his team and goals that must be fulfilled. When team members aren't meeting expectations, a leader must feel comfortable being assertive. Assertive leaders are firm and bold, unafraid to go after what they want. Such a level of certainty and confidence will serve both you and your team well as you tackle larger challenges and go after new goals. . Decisive:- Leaders are often called on to make big decisions, so it's also important for us to be decisive. And Of course a decisive leader should never be confused with an impulsive one. A decisive

leader carefully weighs the potential effects of each option and chooses the opportunity that works best for his or her team. To be decisive, you must also feel comfortable takingresponsibilityfor the results of your choice. 5. Empowering:- Supporting my team is one of the best ways to encourage members to perform well. Empower each individual by making it clear that you trust his or her judgment.

Give people the authority they need to do their jobs well and show them an appropriate level ofrespect. Everyone have a good and effective role model and I have as well myteacher, he was a part time teacher now he is a professional IT manager , so I do learn most of the things from study and mostly from searching mostly from my teacher. Q: How would I ensure that my work goal and plan reflect the organisation's goal and plans? The organization's plans and goals are. Then I can assess whether your personal work plan is in line with the companies.

I need to feel that yours and there's harmonious and parallel and heading in the same direction for the successful at attaining the " big picture. My family is my role model as well, they have dream for me, which I have. They all want see me successful in the business and I m student in Australia and I am international student and my family send me here because Australia is the best country for business study and for my aim study alot and have to give time every one and I have already planned everything for future till now to end and for achieving my goal have to go forward step by step.

My family, my parents, sibling, friends all have same wish to see me to become businessman. They are important for me and my adjective, dream and wishes also so I give time every one, they all time stay in touch with me

so they have much problem with to feel lonely for me. The things I have to do step by steps are given below:- I need some requirements to complete which are:- First in one year I will complete my * Diploma (1 year) * Bachelors (3 years) * Masters (1 year) *Internship(1 year) * Work in a company hen I will do bachelor in computerscience, than I will do masters and then I will do internship and during internship will learn about my abilities, will learn about how to maintain work and life and will get experience and then I will work for some company and for that I will complete above mention things and then I will start work and work as a worker, or something after some time period will work as supervisor than as a manager and by working will get experience and will be able to do my own business. Q: How would I ensure that I meet my job responsibilities?

While working I will get a lot of responsibilities and I will do my best and will do my work honestly and my main and common responsibility is to work hard and satisfy clients and customers and cooperative with all team members and others staff. Q: What is my personal learning style and how would I ensure that I took advantage of learning opportunities? Learning style is the way in which a person processes new information. Knowing my learning style can help me to make choices in the way you focus on and study new material. Below are fifteen statements that will help you assess your learning style.

After reading each statement, rate you response to the statement using the scale below. Some types of learning skill mostly every one fallow/use given below:- Types of Learning Styles Types of Learning Styles: The Three Main Types There are three main types of learning styles: auditory, visual, and

kinaesthetic. Most people learn best through a combination of the three types of learning styles, but everybody is different. Auditory Learners: Hear Auditory learners would rather listen to things being explained than read about them.

Reciting information out loud and havingmusicin the background may be a common study method. Other noises may become a distraction resulting in a need for a relatively quiet place. Visual Learners: See Visual learners learn best by looking at graphics, watching a demonstration, or reading. For them, it's easy to look at charts and graphs, but they may have difficulty focusing while listening to an explanation. Kinesthetic Learners: Touch Kinesthetic learners process information best through a " hands-on" experience. Actually doing an activity can be the easiest way for them to learn.

Sitting still while studying may be difficult, but writing things down makes it easier to understand. By internship my knowledge will be increased and I will know to work and how to manage things and I will also learn new technologies such as all computer courses like coral draw, advertising , will learn new techniques new development and will learn all things bye peoples by visiting different companies by my teachers by roles models and this new things will help me in my work and I will gain a lot of work by this and my skill will be good and then while work my work progress ill be good and because of my performance I can get good pay , good job easy job, good feedback from company and customers , clients etc. and by doing practice will gain new skills , will make new things new software's new ideas will generate and its will be good for my business. Mostly I use visual and auditory way to learn, I see and hear and learn by listening and looking

others. Q: How would I priorities work? I will give 45% time to work ad 30% to family and 15% to friends and 10% to myself.

By dividing time and giving time to every one my life will not be disturb and nothing will go wrong, no one will have problem with me, and Managing work priorities and professional development requires me to be a positive role model; have good traits; ensure my work goals and plans reflect the organisation's; meet my job responsibilities; maintain my personal performance; priorities my work; usetechnologyto organize and manage my work; maintain a work-life balance; meet required competency standards; determine my developmental needs; take advantage of my learning opportunities; use feedback to improve my competence; use networks to increase my knowledge and develop relationships, and ensure that I acquire new skills to maintain my competitive edge. A good role model is someone who others can look up to and admire. They takeleadershipon the issues they believe in, influence the decisions of others and guide their actions.

To ensure that I acted as a positive role model for my employees and everyone within the workplace, I will need to demonstrate the following steps: Firstly, I will have to set out a good example and present myself as to how I want others to present themselves. Everything I do from the way I dress to the way I speak will be imitated and emulated by others. If I am always late, then my staff will always be late. This is because I have already approved this behavior through my own actions. Thus, if I want my employees to be punctual then I need to go to work on time, if not earlier, so they can learn to do the same. The second step is to know the requirements of my staff as well as my own.

As the supervisor, I am expected to know what I am doing. If I don't know anything about the job then I am unable to teach my employees or guide them in the right direction. Thirdly, I will have to act consistently with my work in order to avoid any confusion and frustration in the workplace. This means following the same standards I have set, not a different one each day. Q: How would I measure and maintain my personal performance? Besides an office at work, keep a personal office at home... with privacy... keep a work journal to reflect and observe problem areas, work toward being at the job you want to be at. , if that isn't possible, endure and do your part.

Q: How would I use technology to organize and manage work? I use my cell phone to meet my priorities and commitments. I get all the information's about meetings on my phone or in email or by txt or by call and it's a quick and easy way and I also get my job alerts on my cell phone. Q: How would I ensure that I maintain a work / life balance? I use technology to manage my priorities and in commitments and I think the usage of the technology would be useful because this I use in my daily life and it's very helpful , and savage of time and also help in my college task and working task etc. Q: How would I determine my developmental needs? Development needs can be challenging.

Often, I find myself looking at what training courses are available and deciding which of those would be most helpful. In fact, it is better to try and identify what the development need is and then to work out ways of meeting that need, which may or may not be a training course. Annual Review is a great opportunity to discuss your development needs with your line manager. I may be able to discuss the changing requirements of your role,

as well as my personal development aspirations (for example, careerdevelopment). It is important that I have considered my development needs before my Annual Review meeting as this will enable you to make the most of my discussion.

Q: How would I gather feedback from other about my personal performance and how would I see this feedback to improve my competence? When I will work very hard and by honestly so every onw will be happy with my work and they will give positive feedback and my all the workmates and my boss , all the staff and customers and clients etc they will give positive feedback for my work for managing time and work performance so I will be encourage and will do morehard workand feel good to do more hard work. Q: How would I use networks to increase my knowledge, gain new skills and develop relationship? Networking and informational interviewing are essential tools in the career exploration and job/internship search.

Loosely defined, networking is a process of developing informal contacts and building relationships that provide you with knowledge, advice, information, and further contacts – all of which may allow me to tap into unadvertised opportunities. Informational interviewing is part of the networking process and is a way to strengthen my network. Both networking and informational interviewing include elements of the following: * Contacting people I know (and do not know) in order to find information about an industry, organization, or job/internship. * Asking individuals whom I contact for further relevant contacts in order to build your network. * Building relationships with people who can help the progress of your career

exploration or internship/job search. Networking and informational interviewing work because they are proactive and driven by my initiative.

Although there are many ways to find information about careers, jobs, and internships, speaking with people who are currently working in your field of interest provides you with the opportunity to engage in a substantive dialogue that other resources do not afford. Networking and informational interviewing allow me to get my questions answered and put you in touch with individuals who can give me ' insider information' on vacancies, industry or organizationalculture, required skills, etc. All the people I know and the people they know as part of your existing network, which may include: * Relatives (and their friends) * Former employers * Friends (and their relatives) * Neighbours and community members * Alumni Professors and Advising Deans * Student organizations Q: How would I ensure that I acquired new skills to maintain my competitive edge? Today's work place is very competitive. I will need to have a variety of skills that will give me the competitive edge you need to succeed. To be competitive in today's work place you must be able to: * Listen Well: Good listening skills make memore productive, help me to get along better with others, and allow me to work better in a team-basedenvironment. * Know How to Use a Computer: No matter what your job is, it's likely I will need to use a computer. It's important to make sure yourcomputer skills are up-to-date. Write Effectively: Whether your job requires to write short memos or lengthy reports, I must be able to communicate well in writing. * Deal With Crises at Work Being able to solve problems quickly and seamlessly can set apart from others. * Manage Your Time: Learning how to manage your time

effectively will allow me to complete projects in a timely fashion. Conclusion :- From now it will take more than five years to achieve my goal. And my goal is to become a businessman in IT profession and for this I m going to follow three steps, completing my studies , gaining knowledge and experience and work in any company. References :- http://www. antiessays. com/free-essays/288895. html http://careerplanning. about. com/od/workplacesurvival/a/competitive. htm