Errata

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Unit: BSBWRK311 Develop self-awareness

Resource: Assessment Support Pack

Update: Version 1.1 updated to Version 1.2

Affected pages: 11

Use the attached pages to update the affected document.

Project instructions

Purpose

The purpose of this project is to practise your self-awareness skills in your interactions with others. Developing an action plan for improving your self-awareness allows you to self-reflect on your personal development, identify areas for improvement in your work and implement the feedback you are given from others.

You can apply your self-awareness skills to your current workplace.

Section 1: Apply self-awareness at work

1. Write a report reviewing your personal strengths and weaknesses that affect your ability to perform your job or interact with others.

2. Develop an action plan that outlines your goals and will help you to monitor your skills in self-awareness in line with your organisational policies and procedures. For example, you may need permission to access personal information.

3. You will be observed communicating your action plan to relevant personnel to gather feedback and revise your plan. You may communicate to a supervisor, manager, HR professional, or another colleague or professional.

4. You will be observed implementing your action plan when interacting with others in relation to changing situations, such as implementing a new process.

Evidence to submit:

❑ Report on personal strengths and weaknesses
❑ Self-awareness action plan

Section 2: Evaluate and develop strategies for improvement

5. Prepare a report on your self-awareness and strategies for ongoing improvement. As part of this report you must:

    a. Evaluate your ability to enhance your work performance, such as your willingness to ask for assistance or collaborate with others.

    b. Develop strategies for ongoing personal development, such as attending a talk by a motivational speaker