

Competency: Achieving Personal Work Goals and Objectives

Activity 1

Identify three stretch goals for yourself and develop action plans to achieve them. Highlight any potential blocks to reaching your objectives and consider how you might overcome them. Signal to your peers that you are seeking development, increased responsibility and challenge.

Activity 2

Let colleagues and managers know what new skills you wish to acquire. Agree to share your own skills with colleagues in return for them teaching you new skills. Be prepared to make some personal sacrifices to achieve your goals, perhaps by staying late to practice or attending evening classes. Identify your preferred learning method. Do you prefer to read, to watch others or to learn by doing? Do you prefer to learn with others or alone?

Activity 3

Look at the job specification for a role you would like to move to and identify the skills and behaviors required. Do a gap analysis to identify what skills and behaviors you still need to work on. Write a development plan for narrowing the gaps. If possible, work for a short while in the area you would like to move to, to ensure you are planning the right move for you.

Activity 4

Treat failure as a learning opportunity. Analyze why problems arose and what could have been done differently or better. Review your successes and identify the key factors that contributed to the overall result. Incorporate these factors into future plans and monitor your progress.

Activity 5

Consider how your manager would evaluate your energy, enthusiasm, commitment and level of ambition compared to others in the organization. Are there any specific issues getting in the way of you investing more energy in work? Consider what you are good at, what you enjoy doing, what people regard you as good at and what makes you feel excited and interested in your work. Try to identify projects and responsibilities that expose you to more of these kinds of activities and speak to your manager about what opportunities there are to become more involved in them.

Activity 6

Consider goals at work that you feel passionate about, and list five related objectives that you are motivated to strive and work hard for. Write specific action plans to achieve these goals in the immediate future. Enlist the support of your manager to help achieve them.

Results: