

Competency: Following Instructions and Procedures

Activity 1

Look at how you plan and use your time. Consider whether you are always late for meetings or appointments and try to identify why your scheduling is not working. Avoid arranging back-to-back meetings, for example, or allow enough time to move between appointments.

Activity 2

Ask your colleagues how open they think you are to being managed. Identify what “being managed” means to you and review the past few months to identify times when you may not have responded positively. Think about your communication style – your body language as well as your words – and consider whether your style limits your ability to take direction from others.

Activity 3

Look at your organization's policies relating to health and safety at work and identify the key points that affect your area. Discuss these points with your team. Identify where your area could improve on adhering to the policy.

Activity 4

Consider how your manager would evaluate your energy, enthusiasm, commitment and level of ambition. Identify individuals who display a high level of energy and commitment to their work and note any specific actions they take that you could adopt.

Activity 5

Take the time to understand organizational policies, rules, regulations and standards as they apply to your department. Review your processes to ensure they take these policies into account. If you feel some of the policies are redundant, identify legitimate ways of raising objections or concerns.

Results: