

# Golf Course Manager

## UNIT 36

### Manage your own resources and professional development

#### Overview

The aim of this unit is to provide the learner with the knowledge, understanding and skills required to manage your own resources and professional development in order to achieve your work objectives and your career and personal goals.

	<b>Learner Outcomes</b>		<b>Assessment Criteria</b>
	<b>The learner will:</b>		<b>The learner can:</b>
1	be able to develop skills for managing their own resources and professional development	1.1	evaluate, at appropriate intervals, the current and future requirements of the work-role taking account of the vision and objectives of the organisation
		1.2	consider their values and their career and personal goals and identify information which is relevant to their work role and professional development
		1.3	discuss and agree personal work objectives with those they report to and how they will measure progress
		1.4	identify the learning styles which work best for them and ensure that they take these into account in identifying and undertaking development activities
		1.5	identify any gaps between the current and future requirements of their work-role and their current knowledge, understanding and skills

		1.6	discuss and agree, with those they report to, a development plan to address any identified gaps in their current knowledge, understanding and skills and support their own career and personal goals
		1.7	undertake the activities identified in their development plan and evaluate their contribution to their performance
		1.8	review and update their personal work objectives and development plan in the light of performance, any development activities undertaken and any wider changes
		1.9	get regular and useful feedback on their performance from those who are in a good position to judge it and provide objective and valid feedback
		1.10	ensure that their performance consistently meets or goes beyond agreed requirements
2	know and understand how to manage their own resources and professional development	2.1	describe the principles which underpin professional development
		2.2	describe the importance of considering their values and career and personal goals and how to relate them to their job role and professional development
		2.3	explain how to evaluate the current requirements of a work role and how the requirements may evolve in the future
		2.4	explain how to set objectives which are SMART (Specific, Measurable, Achievable, Realistic and Time-bound)
		2.5	explain how to identify development needs to address any identified gaps between the requirements of their work-role and their current knowledge, understanding and skills

		2.6	describe what an effective development plan should contain and the length of time that it should cover
		2.7	describe the range of different learning style(s) and how to identify the style(s) that work(s) best for them
		2.8	describe the type of development activities which can be undertaken to address identified gaps in their knowledge, understanding and skills
		2.9	explain how to identify whether/how development activities have contributed to their performance
		2.10	explain how to update work objectives and development plans in the light of performance, feedback received and development activities undertaken and any wider changes
		2.11	explain how to monitor the quality of their work and their progress against requirements and plans
		2.12	explain how to evaluate their performance against the requirements of their work-role
		2.13	explain how to identify and use good sources of feedback on their performance
		2.14	explain industry/sector requirements for the development or maintenance of knowledge, skills and understanding and continuing professional development
		2.15	describe the requirements of their work-role including the limits of their responsibilities
		2.16	describe the vision and objectives of their organisation
		2.17	explain their own values and career and personal goals
		2.18	explain their personal work objectives

		2.19	explain their preferred learning style(s)
		2.20	explain their current knowledge, understanding and skills
		2.21	explain their personal development plan
		2.22	describe the available development opportunities and resources in their organisation
		2.23	explain their organisation's policy and procedures in terms of personal development
		2.24	describe the reporting procedures in their organisation
		2.25	describe the possible sources of feedback in their organisation