

Unit 302: Supervise and monitor own section

Activity 1: Personal roles and targets

Working individually think about the goals and targets you can set for your own personal development.

The goals should be a combination of short and long term to be achieved in your career.

List four short term goals:

- 1.
- 2.
- 3.
- 4.

List four long terms goals:

- 1.
- 2.
- 3.
- 4.

Now think about SMART targets you can set yourself to develop your skills and knowledge and enable you to work towards your goals.

List eight SMART targets that you aim to achieve in the next six months:

- 1.
- 2.
- 3.

4.

5.

6.

7.

8.