

Personal Effectiveness

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PERSONAL EFFECTIVENESS REPORT

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Introduction

The concept of Personal Effectiveness (PE) revolves around a person's ability to form objectives and achieve goals in a way that maximises one's potential. To describe the concept of PE shortly, it can be said that it is a process of extracting the best of oneself by utilising skills and individual strengths. Personal effectiveness enables people to become determined, confident, understanding, optimistic and persistent. According to Murdock and Scutt (2007), personal effectiveness is linked to positive well-being and helps people possess a professional sense and succeed in future life. In simple terms, personal effectiveness is the process of utilising all available resources to become a better version of oneself.

The purpose of this personal effectiveness report is to discuss and present experiences over the course of university life and assess strengths and weaknesses in terms of achieving career objectives of becoming an HR Generalist in a reputed MNC. Task 1 of this report applies the Schön Reflective Model to discuss tasks performed at university, eventually reflecting on the strengths and weaknesses through a detailed reflection. Task 2 of this report considers the results of the Seven Habits of Highly Effective People by Covey, which reflect on one's strengths and weaknesses, followed by assessing the impact of the weaknesses on the chosen career as an HR Generalist. Finally, Task 3 of the report sheds light on a SMART Plan that can be effective in improving the areas of vulnerability in the chosen career role.

Task 1

a) Reflection using the Gibbs Reflection Model and identification of strengths and weaknesses



Figure 1: Gibbs reflective model

(Source: Adeani et al. 2020)

Description

For the current Management Essentials module at BPP Business School, the class was assigned into groups to develop a poster presentation on company culture and management. This assignment required the group to select an organization, assess the culture, and share the results. This paper was done in a group of four students and the author chose Google Inc as the company because of its outstanding organizational culture.

Feelings

At first, I had a positive attitude towards the project as it would allow me to focus on one of the famous companies and cooperate with my teammates. However, as we advanced in the process, I totally failed to stand up to the work load and the coordination problems. Occasionally, there were tensions in the team concerning problem-solving strategies and schedule delays (Szabo et al. 2020).

Evaluation

There were some benefits of the undertaken project. During the research on Google's culture, I was able to build my research skill as I used various sources to gather the information. The weaknesses experienced in group work are a result of a trainer's lack of confidence in his or her interpersonal communication and networking skills. At the same time, the implementation of the project revealed certain shortcomings. I realized that I am weak in the time management aspect given that most of the time I was equally caught up in other courses and other activities.

Analysis

In the context of the self-assessment of the task completed I pointed out the following: The prerequisite task of research helped me in securing both extensive as well as pertinent knowledge which was a major factor of our poster's successful quality. The element of creativity in developing the poster also assisted in presenting an effective, interesting, and likewise attractive slide (Glăveanu and Beghetto, 2021). My main weakness is communication and despite the fact that this was tested it served the purpose of informing a team and maintaining coordination. However, weaknesses, which have been revealed were rather critical.

Conclusion

As a result of the above experience, what was evident is how different tasks can be interconnected as well as the need for time management skills. It is essential to know that the only way to deal with conflict that arises within a team is to resolve it as opposed to avoiding it. Thus, in similar group assignments in the future, I will consider coming up with a proper work schedule that can help me handle my assignments better.

Action Plan

I will focus on the proper time management by using applications such as Trello or Google Calendar to sort tasks and set time frames. I will also have to incorporate pomodoro technique in my schedule to reduce stress while increasing efficiency. Concerning management of conflicts, primary action plan is to enrol in a course or workshop in negotiation and conflict management (Kilag et al. 2024). Through demonstrating them in the low-risk situations, I will be able to be more competent and ready to solve conflicts.

b) Analysis of the skills concerning the chosen role of HR Generalist

The roles and responsibilities of the Human Resources department have always been my area of interest in setting up my future career. The roles of an HR Generalist include assisting in constructive and timely performance evaluation, followed by recruitment, taking interviews, conducting employee eligibility tests and many more (Shrm, 2024). Considering my skills in communication, decision-making and problem-solving I think I can be successfully placed in the role of HR Generalist as I would be able to handle internal organisational conflicts and help employees negotiate successfully. Apart from that, in a leadership position at the HR Department, I think my decision-making skills can be relevant and effective as it can help me decide which employees need to be selected and which people should be eliminated from the company payroll. In a recent article, Skye Schooley (2023) highlighted that an HR generalist is designated to *“decide who to hire, decide how to hire and decide benefit packages”*. Considering these roles, I think that my decision-making skills are going to be helpful for me whenever I perform my role as an HR Generalist in an organisational environment. On the contrary, my struggles with time management appear to be one of my weaknesses, as I might struggle to schedule my tasks in the role of an HR Generalist. This can eventually impact my physical as well as mental well-being as I might face stress at times due to my struggles with managing times and tasks within certain deadlines and schedules.

Task 2

a) Identification of strengths and weaknesses using the Covey self-assessment questionnaire

Covey's self-assessment questionnaire offers insight into one's competency in reference to the habits of highly effective people across the globe. *“The 7 Habits of Highly Effective People”* by Stephen R. Covey discusses psychological and timeless principles of honesty, integrity, human dignity and fairness (Franklin Covey, 2024). The self-assessment questionnaire offers a pre and post-assessment test that helped me check my capabilities in comparison to the skills of highly effective people. The results of the test showcase that I scored 100 out of 100 in Habit

1: Be Proactive, irrespective of the benchmark of 73 [Refer to Appendix 1]. According to Covey, being proactive is a habit of choice and enables people to take responsibility for their actions (Franklin Covey Assessments, 2024). The results show that I can control myself well, *take responsibility for my actions*, and take charge of circumstances successfully. I feel this has become one of my core strengths as it enables me to do things effectively and *generate positive outcomes*, especially for things that are in my control.

According to the test results, synergising with others has become one of my core strengths, especially due to my clear and transparent communication. According to Covey, highly effective people collaborate with others and produce greater results (Franklin Covey Assessments, 2024). Similarly, I also feel that my *communication and collaboration* with others are transparent, which eventually allows me to prevent problems and conflicts within a certain group of people. The results also show that I am creative in terms of searching for better ideas and solutions in problematic situations. Another strength I highlighted is Habit 2: Begin With the End in Mind, which signifies my vision with the highest aspirations and goals. According to the test results, I scored 80 in this habit, whereas the benchmark was 70, eventually defining my ability to *determine final outcomes successfully* through strategic decisions and plans over the course of time.

On the contrary, the results showcase low scores in Habit 4: Think Win-Win, as I obtained 53, whereas the benchmark was 79. Thinking win-win generally offers mutual benefits and eventually helps build effective relationships through cooperation and trust within a team (Covey, 2020). Although I outlined that I am good at solving problems and conflicts, the scores show that I might be *unable to find the best solution* that benefits everyone at once. This, I think, appears to be a major weakness for me, along with my inability to improve relationships with others. However, the results also showcase that I am good at cooperating with others, which is linked to my leadership ability to communicate successfully under different circumstances. Another weakness I have outlined in the test is that *I do not allow truly important activities* to be at the top of my priority list. I acquired 40 out of 100 in this part of Habit 3, which showcases my struggles with managing time for tasks according to their order of priority. In my opinion, my *issues with managing time* are directly linked to this weakness, as I am sometimes unable to meet my deadlines and segregate tasks properly according to order due to the lack of time management.

b) Discussion on how the weaknesses can impact the chosen career of HR Generalist

Time management and conflict resolution are two key skills that an HR Generalist requires to become proficient and successful in a future career. However, as per the self-assessment test

results, I lack both skills as I struggle to manage my time. In times of conflict resolution, my outcomes do not serve the purpose of everyone. Keashly et al. (2020) state that conflict resolution skills help resolve disagreements and protect relationships through improved communication. However, I think my singular or limited perspectives while dealing with problems might resolve them within a certain tenure. Still, the final outcomes might be not in the favour of everyone. In my future career as an HR Generalist, I think I might face issues if I cannot consider everyone's perspectives.

Additionally, time management is one of the core principles of human resource management and I lack skills in prioritising tasks according to their order of importance. For instance, if I cannot segregate my tasks like scheduling interviews and training sessions for candidates as HR Generalist, I might face organisational consequences in future. Moreover, my weaknesses regarding the lack of time management skills and multifacetedness in resolving conflicts in the workplace can become real-time issues for me as an HR Generalist in my future career.

Task 3

a) SMART model for creating a short-term plan for improvement

I have outlined that my weaknesses concern managing time properly and resolving conflicts with everyone's interests. Considering that aspect, I have created a short-term plan that will last from 1 week to 8 weeks, using the SMART model. The SMART model denotes the *specific, measurable, achievable, relevant and time-bound* aspect of a plan and is a useful tool to remain focused in attaining a goal (Kimberlee Leonard and Rob Watts, 2024). The plan below highlights my objectives to attain time management and conflict resolution skills to succeed as an HR Generalist.

Objectives:			
- To develop time management skills for better segregation of tasks according to their order of priority - To undertake multiple perspectives under consideration to resolve conflicts successfully			
Measure	Actions to perform	Resources needed	Time-frame
<i>Specific</i>	- Making a schedule using digital tools and segregating tasks in the form of reminder - Determining the root causes of the problem through critical analysis	- Google Calendar, Trello and Toggl - Fish Bone	3-4 weeks

		Diagram	
<i>Measurable</i>	• Breaking down tasks piece by piece to develop a better understanding • Collect relevant data about the problem and assess its key reasons	• Google Keep Notes • MS Excel	1-4 weeks
<i>Achievable</i>	• Making a list with deadlines written along with the task • Determining the potential causal factors involved in the problem	• Google Sheets or MS Excel • Arranging meetings over online platforms like Zoom or Google Meet	5-6 weeks
<i>Relevant</i>	• Creating a priority list within the to-do list • Applying techniques like Fish-bone to visualise the root cause of the problem successfully	• Reminder in Google Calendar • Drawing in online tools like Canva	3-5 weeks
<i>Time-bound</i>	• Spending at least 30 minutes more while segregating the tasks and breaking them down successfully • Discussing the problems weekly with teams to collect their views on the root causes of problems that are creating conflicts within teams	• Trello • Google Meet or Zoom	6-8 weeks

Table 1: SMART plan for improvement

(Source: Self-developed)

b) Explanation of how the plans can enhance personal branding

Personal branding promotes and defines individual skills and culmination that differentiates oneself from others. According to Scheidt et al. (2020), personal branding is a conscious and intentional effort to create public perception as an authority within an industry. The above short-term plan outlines that with more agility in developing time management skills and conflict resolution skills, I can build my own brand and create standards for myself in the industry, especially in the chosen job role as HR Generalist. Purkiss and Royston-Lee (2014) outlined that personal branding depends on reputation and reach, and between the axes, one can create a brand by maintaining a proper reputation and by developing skills to reach a targeted audience base. The model also prioritises understanding your audience, choosing the best delivery method and making a meaningful connection. Considering my skills in time management and conflict resolution, I can place my own brand using customer reach and reputation at an aligned axis.

Conclusion

To conclude the above findings, it can be outlined that I have competencies in communication, problem-solving and decision-making skills that can uplift me in terms of achieving my career objectives as an HR Generalist. On the other hand, I have also assessed that time management is one of my key areas of vulnerability that can appear as a major restriction in terms of becoming a successful HR Generalist in future. Task 2 of the report outlines that I have immense capabilities in being proactive as I tend to take responsibility for my actions along with the actions performed by my teammates or organisational associates in the role of an HR Generalist. The results of the questionnaire also showcase that I can synergise with people easily and I can encourage people to express their actions successfully in front of me. However, the results also show that I scored low on Habit 4: Think Win-Win, reducing my ability to build effective relationships with others through cooperation. Considering the above circumstances, I have aimed to develop time management skills and conflict resolution skills to counter my weaknesses in the role of an HR Generalist.

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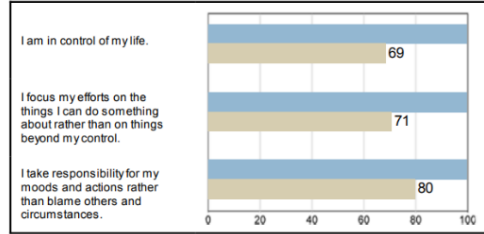
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Appendices

Appendix 1: Covey Self-Assessment Questionnaire Results

Habit 1: Be Proactive

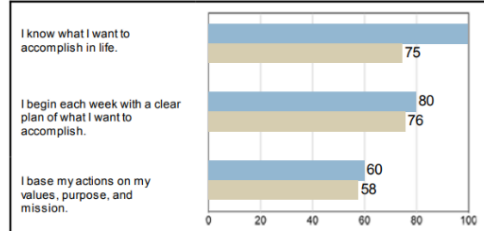
■ Your Score = 100 ■ Benchmark = 73



Habit 1: Be Proactive is the habit of choice. Effective people take responsibility for their actions. Ineffective people hand their power of choice to others, blaming and accusing them when things go wrong.

Habit 2: Begin With the End in Mind

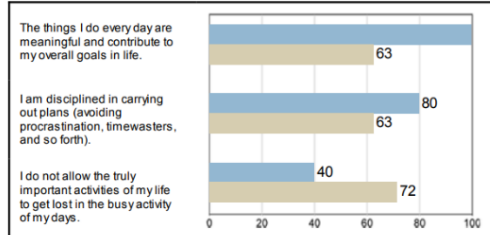
■ Your Score = 80 ■ Benchmark = 70



Habit 2: Begin With the End in Mind is the habit of vision. Effective people take the time to clearly define their highest goals and aspirations. Ineffective people let circumstances or other people determine their destiny.

Habit 3: Put First Things First

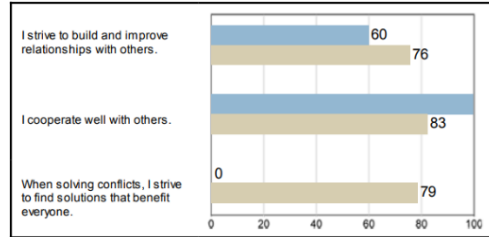
■ Your Score = 73 ■ Benchmark = 66



Habit 3: Put First Things First is the habit of integrity and execution. Effective people constantly align their daily activities with what is most important in their lives. Ineffective people simply move from task to task, without connecting them to long-term results. They confuse busyness with effectiveness.

Habit 4: Think Win-Win

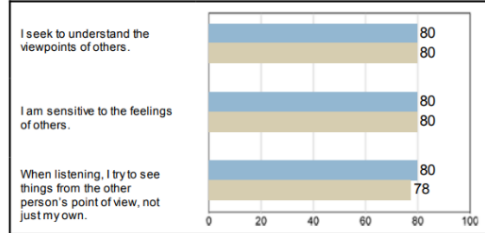
■ Your Score = 53 ■ Benchmark = 79



Habit 4: Think Win-Win is the habit of mutual benefit. Effective relationships are built on a mindset of cooperating rather than competing. By our actions, we either add to or take away from the amount of trust in a relationship.

Habit 5: Seek First to Understand, Then to Be Understood

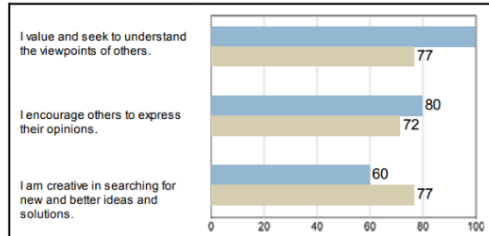
■ Your Score = 80 ■ Benchmark = 79



Habit 5: Seek First to Understand, Then to Be Understood is the habit of mutual understanding. Effective people respect and listen carefully to others' viewpoints before expressing their own ideas. They seek to understand rather than charge ahead with their own ideas. Ineffective people do not listen to others and assume that they see the world accurately.

Habit 6: Synergize

■ Your Score = 80 ■ Benchmark = 75

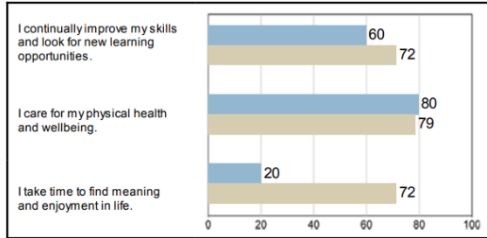


Habit 6: Synergize is the habit of creative cooperation. Effective people work with others in a way that produces greater results than any of them could have produced separately. They value and seek out different ideas and viewpoints. Ineffective people are threatened by differences and only value the ideas and viewpoints that support their own.

Habit 7: Sharpen the Saw

■ Your Score = 53

■ Benchmark = 74



Habit 7: Sharpen the Saw is the habit of personal renewal. Effective people constantly strengthen their body, heart, mind, and soul. Ineffective people neglect one or more of these critical areas in their lives.

Personal Effectiveness

ORIGINALITY REPORT

11%

SIMILARITY INDEX

8%

INTERNET SOURCES

1%

PUBLICATIONS

11%

STUDENT PAPERS

PRIMARY SOURCES

1

Submitted to BPP College of Professional
Studies Limited

Student Paper

9%

2

Submitted to Oxford Brookes University

Student Paper

1%

3

Submitted to University College London

Student Paper

1%

Exclude quotes Off

Exclude bibliography On

Exclude matches < 1%

Personal Effectiveness

GRADEMARK REPORT

FINAL GRADE

68/100

GENERAL COMMENTS

TASK 1

Good application of Gibbs' model and analysis of strengths and weaknesses.

Good analysis of skills required for the chosen future career.

TASK 2

List of relevant development areas identified and questionnaire outcomes included.

Good explanation of strengths and weaknesses, including personal examples.

Good discussion of weaknesses and personal development actions in light of chosen future career.

TASK 3

Relevant development areas are identified and good short-term action plan presented - well done!

PRESENTATION / INTRODUCTION + CONCLUSION

Good presentation and structure throughout the report. Good introduction and conclusion sections.

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TASK 1-1.

Merit (60-69%)

FAIL (0-39%)	Weak reflection with limited clarity in identifying personal skill set. Applies a reflective model but with limited depth. Identifies some strengths and weaknesses with limited analysis.
LOW FAIL (40-49%)	Limited reflection with some clarity in identifying personal skill set. Applies a reflective model effectively to some extent. Identifies both strengths and weaknesses but lacks depth in analysis.
PASS (50-59%)	Satisfactory reflection with explicit identification of personal skill set. Applies a reflective model effectively. Identifies both strengths and weaknesses with a satisfactory level of depth and analysis.
MERIT (60-69%)	Good reflection with clear identification of personal skill set. Applies the reflective model effectively. Identifies both strengths and weaknesses with depth and clarity in analysis.
DISTINCTION (70-100%)	Excellent reflection with a deep and balanced understanding of personal skill set. Applies the reflective model exceptionally well. Identifies both strengths and weaknesses comprehensively with exceptional depth and precision.

TASK 1-2.

Merit (60-69%)

FAIL (0-39%)	Weak analysis of skills with limited clarity in the link to the chosen career or job. Makes some reference to the choice of career but with limited depth..
LOW FAIL (40-49%)	Limited analysis of skills with some clarity in the link to the chosen career or job. References the choice of career but lacks depth in analysis.
PASS (50-59%)	Satisfactory analysis of skills with explicit links to the chosen career or job. References the choice of career effectively with a satisfactory level of depth and analysis
MERIT (60-69%)	Good analysis of skills with clear and coherent links to the chosen career or job. References the choice of career effectively with depth and clarity in analysis.
DISTINCTION (70-100%)	Excellent analysis of skills with a thorough understanding of their relevance to the chosen career or job. References the choice of career comprehensively with exceptional depth and precision in analysis.

TASK 2-1.

Merit (60-69%)

FAIL (0-39%)	Weak in identifying areas of development effectively. Results of questionnaire not included. Weak explanation of own strengths and weaknesses. No examples.
LOW FAIL (40-49%)	Limited areas of development identified. Results of questionnaire not included. Limited explanation of own strengths and weaknesses. Limited examples
PASS (50-59%)	Satisfactory list of areas of development identified. Results of questionnaire included. Satisfactory explanation of own strengths and weaknesses. Personal examples included.
MERIT (60-69%)	Good explanation of own strengths and weaknesses with clear personal examples included illustrating their list of habits. Results of questionnaire included and clearly referred to throughout the task.
DISTINCTION (70-100%)	Excellent explanation of own strengths and weaknesses with explicit personal examples included. Results of questionnaire included and explicitly referred to throughout the task.

TASK 2-2.

Merit (60-69%)

FAIL (0-39%)	Weak discussion of own weaknesses with weak clarity in the link to personal development and chosen career.
LOW FAIL (40-49%)	Limited discussion of own weaknesses with some link to personal development and chosen career.
PASS (50-59%)	Satisfactory discussion of own weaknesses with explicit link to personal development and chosen career.
MERIT (60-69%)	Good discussion of own weaknesses with explicit link to personal development and chosen career. Includes a good level of depth and analysis.
DISTINCTION (70-100%)	Excellent discussion of own weaknesses with explicit link to personal development and chosen career. Identifies areas of development comprehensively with exceptional depth and precision in analysis.

TASK 3.	Merit (60-69%)
FAIL (0-39%)	Weak identification of areas of development with limited relevance to the previous tasks. Creates a short-term plan with some gaps and limitations. Identifies and analyses some methods but lacks depth and relevance. Doesn't link to personal branding.
LOW FAIL (40-49%)	Limited identification of areas of development with relevance to the previous tasks. Creates a short-term plan with some elements but lacks depth and specificity. Identifies and analyses some methods but has limited depth and relevance. Limited link to personal branding.
PASS (50-59%)	Satisfactory identification of areas of development with explicit relevance to the previous tasks. Creates a short-term plan with a satisfactory level of depth and specificity. Identifies and analyses methods with a satisfactory level of depth and relevance. . Links personal development to personal branding satisfactorily.
MERIT (60-69%)	Good identification of areas of development with clear and coherent relevance to the previous tasks. Creates a short-term plan with depth and clarity in objectives and actions. Identifies and analyses methods with good depth and clarity in analysis. Clearly links personal development to personal branding.
DISTINCTION (70-100%)	Excellent identification of areas of development with a thorough understanding of their relevance to the previous tasks. Creates a comprehensive short-term plan with exceptional depth, precision, and feasibility. Comprehensively identifies and analyses methods with excellent depth and precision. Explicitly links and explains personal development in relation to personal branding.

STRUCTURE/REF	Merit (60-69%)
FAIL (0-39%)	Inadequate and weak references with inconsistencies, errors or omissions. Limited structure and expression.
LOW FAIL (40-49%)	Limited references with errors or inconsistencies. Limited structure and expression.
PASS (50-59%)	Satisfactory with full and appropriate references. Satisfactory structured layout and mainly accurate expression.
MERIT (60-69%)	Good with precise, full and appropriate references. Well-structured layout and professional and accurate expression.
DISTINCTION (70-100%)	Excellent with precise, full and appropriate references. Excellent structured layout and professional and accurate expression.