

**SKILLSFUTURE SINGAPORE
CRITICAL CORE SKILLS (CCS) REFERENCE DOCUMENT**

CCS Category	Staying Relevant		
CCS	Self Management		
CCS Description	Take ownership of managing one's personal effectiveness, personal brand and holistic physical, mental, emotional and social well-being		
CCS Proficiency Description	Basic	Intermediate	Advanced
	CCS-SMT-B001-1	CCS-SMT-I001-1	CCS-SMT-A001-1
	Exercise self-awareness by monitoring own behaviours and ways of working in personal and professional capacities, and implement techniques for improvement	Analyse own well-being and personal effectiveness to develop strategies to regulate self and build personal brand	Evaluate strategies to manage own well-being, personal effectiveness and personal brand
Knowledge	<ul style="list-style-type: none"> • Characteristics of personal branding • Emotional regulation techniques • Emotional intelligence dimensions • Methods for gathering feedback • Self-awareness concepts • Self-care techniques • Stress management techniques • Time management and prioritisation techniques • Types of feedback channels • Workplace and social etiquettes 	<ul style="list-style-type: none"> • Self-reflection techniques • Coaching and mentoring techniques • Methods to develop personal branding • Productivity metrics • Productivity tools • Stress management concepts • Types of stress triggers • Types of networking strategies 	<ul style="list-style-type: none"> • Emerging self management trends, approaches and theories • Strategies to promote work-life balance • Strategies to evaluate well-being and work-life balance • Strategies to promote personal brand • Strategies to evaluate stress management techniques
Abilities	<ul style="list-style-type: none"> • Identify goals and priorities across workload and plan work activities accordingly • Monitor progress against goals and priorities to identify time management issues • Escalate time management issues to stakeholders to mitigate its impact on intended goals and priorities • Implement stress management techniques to maintain own well-being • Monitor emotional well-being and regulate responses to situations • Implement self-care techniques to maintain physical and mental wellness • Maintain standards for personal and professional image in line with expectations of work environment • Follow workplace and social etiquette when interacting with stakeholders 	<ul style="list-style-type: none"> • Review work goals and priorities to align with personal vision and purpose • Resolve barriers or issues encountered while managing goals and priorities • Integrate productivity enhancement tools to improve personal effectiveness • Analyse own personal effectiveness to review productivity and effectiveness of time management approaches • Analyse own well-being to reflect on potential issues or improvement areas • Apply appropriate stress management strategies to address triggers of stress identified • Evaluate strengths and weaknesses to define own personal brand • Identify stakeholders and networks to build own personal brand 	<ul style="list-style-type: none"> • Anticipate potential workload or stress triggers to implement mitigating actions • Reflect on personal and professional life to improve prioritisation, time and stress management • Integrate emerging trends, approaches and theories in self management to improve own personal effectiveness and well-being • Design a strategy to build own personal brand across organisation, industry and networks • Evaluate own personal branding strategies to identify areas for improvement