## Abilities

<table>
<thead>
<tr>
<th>CCS Category</th>
<th>Staying Relevant</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCS Description</td>
<td>Take ownership of managing one’s personal effectiveness, personal brand and holistic physical, mental, emotional and social well-being</td>
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### Basic

<table>
<thead>
<tr>
<th>Basic</th>
<th>Intermediate</th>
<th>Advanced</th>
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</thead>
<tbody>
<tr>
<td>CCS-SMT-B001-1</td>
<td>CCS-SMT-I001-1</td>
<td>CCS-SMT-A001-1</td>
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<tr>
<td>Exercise self-awareness by monitoring own behaviours and ways of working in personal and professional capacities, and implement techniques for improvement</td>
<td>Analyse own well-being and personal effectiveness to develop strategies to regulate self and build personal brand</td>
<td>Evaluate strategies to manage own well-being, personal effectiveness and personal brand</td>
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### Knowledge

- 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
- 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
- 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

- 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
- 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
- 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