

UNIT 1 ORGANISE PERSONAL WORK PRIORITIES

Organize and Complete Own Work Schedule

To successfully manage and run a business, both individual employees and the organization need to set and achieve work goals and objectives.

"Work goals" are defined as the personal, creative, and flexible focuses of employees.

Work objectives: are the concrete, precise and specific descriptions of what the business needs to achieve.

These work goals and work objectives will differentiate between businesses as they run differently and may have a different focus.

Organisational requirements

Legal Entity -> Rules any organisation needs to adhere to and are established by the Australian government. (They are usually documented within an organisation's policies and procedures.)

L> They may include:

- position description your work position and what is expected from you
- code of conduct Expected behavior + what is expected from you
- policies and procedures rules of an organisation + how they need to be followed
- KPI Key performance indicator

Equal employment opportunity & anti-discrimination

EEO (Equal employment opportunity) - The Equal Opportunity Act protects our rights and enforces antidiscrimination in employment.

Anti-discrimination ensures that no individual is prevented from participating in, or accessing resources, services or facilities because of their gender, race and ethnicity etc.

Anti-discrimination is enforced through four main types of legislations

Age Discrimination Act 2004

Disability Discrimination Act 1992

Answers For Bsbwor301b Organise Personal Work Priorities

RD Boyd

Answers For Bsbwor301b Organise Personal Work Priorities:

Decoding **Answers For Bsbwor301b Organise Personal Work Priorities**: Revealing the Captivating Potential of Verbal Expression

In a period characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its capability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "Answers For Bsbwor301b Organise Personal Work Priorities," a mesmerizing literary creation penned with a celebrated wordsmith, readers set about an enlightening odyssey, unraveling the intricate significance of language and its enduring effect on our lives. In this appraisal, we shall explore the book is central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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