# PROFESSIONAL SETTINGS – Module 1

# MANAGING YOURSELF

# CHECKLIST - ARE YOU READY?

Here is a Checklist you can use to see how confident you feel in your Personal Brand and how ready you are to be professional and appropriate in your role.

If you are unsure, you can review the 2 x Worksheets in this module, and continue asking questions and researching.

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|  | I understand the concept of personal brand as it applies in the workplace |
|  | I have explored my personal brand by asking others and considering what I want to be known for (my reputation) |
|  | I am keen to ask for feedback in my work so that I can continue to understand how other people see me |
|  | I have some ideas on what to do to continue to shift and shape my personal brand at work |
|  | I have investigated the dress code for the job and workplace that I will be working in |
|  | I have asked relevant questions about what I should wear to work and I have observed what others wear in the workplace |
|  | I have a “capsule wardrobe for work” |
|  | I have asked about the code of conduct for the organisation and industry where I’m going to work |
|  | I understand what kinds of behaviours are covered in the relevant code of conduct for my work |
|  | I know what is really critical and important in the code of conduct for my role |
|  | I have noted and will ask questions that I have about the code of conduct for my role |
|  | I have heard from some good role-models on managing themselves as respected and proud indigenous Australians |
|  | I have heard about what it means to be indigenous in the Australian workplace |
|  | I know how I want to represent my country, community and mob proudly |
|  | I have some ways that I can appropriately deal with perceived bias or discrimination in the workplace |