

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	• 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