**Assessment 1: Manage personal work priorities**

**Company profile:**

Sillim MegaGosi is the academy which has been providing great lecture for the students who study Economics, Administration, Administration Law, Politics, and Constitution.

It has been 20 years in Sillim Gosichon with lots of people who passed the exam for being an executive public servant.

Many popular lecturers of Megagosi have given lecture concentrated on the exam with competitive price, and once you register, we guarantee you to offer free lecture until you pass the exam.

**Job Description:**

This job is simply about editing economics books and printout for lecture. You will receive some manuscript from an economics lecturer, then make it into the electric document format. As doing it, you will check grammar of writing and make it correct. Sentences unnecessarily complicated or wrong in context will be marked and be given to lecturer for re-writing those. And you need to check the all calculations as well.

Economics knowledge and certificates are highly regarded since you need to correct wrong calculus, misspellings, and sentences grammatically wrong.

You will work for 8 hours per day, 5 days in a week, and will be given 15 day-vacation in a year aside from all public holidays.

Minimum salary of a month is started from 3,000 dollars and can be changed in accordance with your career.

All over-time work will be paid by the law.

We comply with labour law. All legal benefit will be provided for you.

2 week-term special training will be offered for free if you are keen for work.

You should be good at using word processor, especially Hangul, Microsoft Word, and Microsoft Excel.

At least 2 year-experience is required.

Certificate needed -

* 1st Word Processor Utilization Ability Certificate
* 2nd Korean Grammar Certificate

**Key Performance Indicators:**

To make flawless papers for lecture and books, especially ‘Calculus’ must be correct at any time.

**KPIs**

* Average number of misspellings took place in 100 papers
* Average time was averagely taken in editing one paper

**Journal:**

Even though most word software have auto-correction system, it is still needed to check up writing to find something unable to be recognised by computer. Reading skill is essential for this but it can’t be improved in short-time. Therefore, after revising writing once, it will be checked by the manager again. Then, before it will be on final-check before printing out. And these 3 procedures should be carried out by each different staff; a lecturer, an editor, and a manager.

Salary can be increased flexibly by number of papers done revising, work progress, time, and its accuracy since the most important thing is to keep on deadline without leaving errors.

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| --- | --- | --- | --- | --- | --- |
| Work activity | Description | Goal/s | KPIs | Timeframe | Person responsible |
| Computer maintenance | Computers being used for paper works should be checked up. Unnecessary files should be deleted immediately and for important files, back-up. | Maintain computer state. | The number of incident of losing files, and errors of a computer in a month. | 9:00  ~  9:30 | Yangha Park |
| Check e-mail | Everyday e-mail should be checked repeatedly to find out if I’ve got new mails from a lecturer or a printing company. | Keep tasks up to date. And if manuscript has not sent on time. I have to keep touch with a lecturer. | The number of complaints from a printing company in a month. | Hourly | Yangha Park |
| Normal task; Writing manuscript into electric document, Editing documents. | Writing manuscript into electric document. Editing documents. Checking calculations. If I have no work at the moment, I will get tasks from other departments to decrease their burdens; Administration law, Politics, Administration, Constitution. | Make every works on track. Cooperate with other staff. | The number of cases of exceeding deadline. | 10:00  ~  15:00 | Yangha Park |
| Writing out the daily report, the week schedule | Record tasks done, will be done, and has not done beyond deadline. Printing date, Manuscript deadline, editing deadline should be fixed under the appropriate schedule. | Keep works on time. | The percentage of delay cases out of all works. | 16:00  ~  17:00 | Yangha Park |
| Close the office | Check everything in the office. Ensure all lights, computers, other electric equipment turned off except for the fax, and doors locked. | Minimise electricity bill. | The average amount of electricity bills. | 17:00  ~  17:20 | Yangha Park |

**Friday, 14 August, 2017**

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| **Reminders** | | | |  |  |  | **Task Detail** | | | | | | |  | **Related Notes** | | | | | | |
| - ‘JungYongChul Economics 2016’s deadline is coming (3days left) | | | |  | 7 | :00 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| - Meeting for printing new books with JE Publisher (14:00 at Café harris) | | | |  | :30 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| - Help Administration law edit team make first draft for their new book. | | | |  | 8 | :00 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| - Finish preparing papers for tomorrow economics lecture | | | |  | :15 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| - | | | |  |  | :30 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| - | | | |  | :45 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| - | | | |  | 9 | :00 | Computer maintenance | | | | | | |  | Make sure back it up. | | | | | | |
| - | | | |  | :15 |  | | | | | | |  |  |  |  |  |  |  |  |
| - | | | |  |  | :30 | Check e-mail | | | | | | |  |  |  |  |  |  |  |  |
| - | | | |  | :45 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | 10 | :00 | Call to JungYongChul | | | | | | |  |  |  |  |  |  |  |  |
| Status | | **Task List** | |  | :15 | Making printouts for next lecture | | | | | | |  |  |  |  |  |  |  |  |
| 80% done | | Documents writing | |  |  | :30 |  | | | | | | |  |  |  |  |  |  |  |  |
| On track | | Schedule for new books |  |  | :45 |  | | | | | | |  |  |  |  |  |  |  |  |
|  | |  |  |  | 11 | :00 | Help other team | | | | | | |  |  |  |  |  |  |  |  |
|  | |  |  |  | :15 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  |  |  |  | :30 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  |  |  | :45 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  |  |  | 12 | :00 | Call to JE Publisher to confirm appointment | | | | | | |  |  |  |  |  |  |  |  |
|  | |  |  |  | :15 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  |  |  |  | :30 | Lunch break | | | | | | |  |  |  |  |  |  |  |  |
|  | |  |  |  | :45 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  |  |  | 1 | :00 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  |  |  | :15 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  |  |  |  | :30 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  |  |  | :45 | Go to Café harris | | | | | | |  |  |  |  |  |  |  |  |
|  | |  |  |  | 2 | :00 | Meeting with JE Publisher staff | | | | | | |  | The staff is not a fan of spicy food. | | | | | | |
|  | |  |  |  | :15 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  | :30 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Time | | **People to Call** | |  | :45 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10:00 | | JungYongChul | |  | 3 | :00 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12:00 | | JE Publisher | |  | :15 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  | |  |  | :30 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  | |  | :45 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  | |  | 4 | :00 | Print papers for next class | | | | | | |  |  |  |  |  |  |  |  |
|  | |  | |  | :15 | Help other team | | | | | | |  |  |  |  |  |  |  |  |
|  | |  | |  |  | :30 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  | |  | :45 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  | 5 | :00 | Close the office | | | | | | |  |  |  |  |  |  |  |  |
| Amount | | **Expenses** | |  | :30 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| $150 | | For lunch at meeting | |  | 6 | :00 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  | |  | :30 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  | |  | 7 | :00 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  | |  | :30 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  | |  | 8 | :00 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  | |  | :30 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  | |  | 9 | :00 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | |  | |  | :30 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

### **Appendix 1– Professional development plan**

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| --- | --- | --- | --- | --- | --- |
| Name | | Yangha Park | | | |
| Date of development | | 12.07.2017 | Date to be reviewed | | 16.07.2017 |
| 🞏 | Discussed with mentor/colleague  Name: Jihoon Kim | | 🞏 | Discussed with manager  Name: Daewoo Noh | |

### **Professional development opportunities/ training**

| Timeframe | Description of opportunity/training | Skills/ competency to develop |
| --- | --- | --- |
| 24weeks | Writing skill lecture offered by Aladin Press.  I will be learnt correct Korean grammar, how to improve writing skill, especially how to refine writing understandable and logical. | Korean grammar.  Editing skill. |
| 6hours | Economics seminar on Seoul National University.  Contemporary trend of economic view toward government’s role will be discussed in this seminar. Professor Kim is going to give a presentation at this time. | Knowledge of economics. |
| 8weeks | Manage time schedule workshop provided by government in the Gwan-ak Library.  The lecturer will teach how to manage work efficiently in both your work life and private life, and set up the work priority. | Managing time skill. |
| 4hours | Workshop for ‘Neo Hangul’ software.  New electric editing features of their new software will be introduced by the ‘Hangul and Computer.’ | New editing skill. |

### **Networking activities:**

| Timeframe | Description of networking activities | Opportunity/professional advantage |
| --- | --- | --- |
| 4hours | ‘Editors from Seoul’ Meetup.  Editors who live in Seoul will be gathered together to share the knowledge about editing skill. | To solve the issue in editing. |
| 4hours | Korean Authors Association Meeting at Dadam Café.  Various kinds of talks about books will be made there. | To get professional skills in refining, revising sentences, and replacing words. |
| 6hours | The Gosisaeng’s night.  People preparing the exam to be an executive public servant will be gathered together to discuss and share their experiences and knowledge. | To advertise the company to those students.  To get known people’s aspect of economics book. |
| 3hours | Economics study group.  Students of economics will have a meeting for study to brainstorm about logical writing for the exam. | To share knowledge and figure out what people get confused most. |

**Feedback:**

1. Feedback from Jihoon Kim

His work speed, and computer skill are very impressive but he often did mistake about spelling. I would like to give advice him to do work little bit slower and more careful.

As 4th edition of ‘JungYongChul Economics’ was successful whilst there were lots of misspellings, I expect that the next edition will be more popular for students if he gives careful attention on them.

His attitude toward work is always good that he has never been absent without valid reason so far. And I can feel that he has passion in this field, indeed.

The works that he has done is acceptable, and he told that he is willing to get any training to improve his work skills. I suggested him to attend various workshops, and he did some.

The one of the most impressive things is that he is really good at finding incorrect calculations and fix them. There has never been a mistake in that point, so students have not been confused in complex equation. That makes the lecturer trust him much and make the students trust the lecturer as well.

1. Feedback from Daewoo Noh

As Yongchul Jung, the author of ‘JungYongChul Economics’, trust him in correcting equation, and as the improvement he has shown us, I think it was good choice that we hired him though he had no experience of this work before. However, he has much to be improved in time scheduling, and making sure all appointments to be done on time. Sometimes he forgets the schedule which must be done by the certain time. It was embarrassing that I saw him not to attend very important meeting offered by the other company last time. I recommended him to write time table for his work daily. Then he has been getting better, I think.

And recently, he tried to improve himself. It is good to see that he is passionate in editing and writing. I’m hoping it would give him advantage on his work.

Every daily work has been done well, and he doesn’t mind to help other team when he is free. I think this makes our company energetic, I am thinking of expanding staff number who are our students as well. I strongly believe this can be win-win strategy as seeing his case.

**Journal:**

Writing skill lecture provided by Aladin Press was greatly helpful for improvement of writing skill, it focused on logical writing. Generally, the way of writing of books should be logical and understandable for everyone. Since many students fired complaints about some unrefined, incorrect sentences of ‘JungYongChul Economics’, I needed the specific skill to revise it correctly and this lecture is really effective on. I could make productive talks with Professor Jung with my idea learnt from the lecture.

As seeing recent online reviews of the book, star-rating has been up slightly with good comments of customers. The first quarter selling amount has been increased by 1.3 times to be compared with the previous edition. And some positive feedback were given by students from our company that misspellings has been decreased dramatically, I think it owed its success to new software of ‘Hangul and Computer’ we purchased recently. Its auto-correction system is absolutely easy and reliable. Work burdens got minimised with it, it allows to save the time to edit writings, so that it also gives advantage to give more careful attention on work.

I and Professor Jung tried to reflect opinions of students from the meeting with them. We could figure out what people got confused most, and tried to find a way to make them understand it easily and quickly. This effort leads the better quality of lecture, the cases of online register have kept on being increasing. Hopefully, it’s a good sign of this business to achieve a little success to let more students get passed the exam.

And after continuing feedback between the manager, the lecturer, colleagues, work efficiency has been obviously improved. New time-scheduling policies of company and procedures were made by the idea of Economics Edit Team which was brought up from the time-schedule workshop. All works have been done on time since the policies were built with cooperation of all staff.

Overall, this term of our company is well-managed and greatly successful. With this success, our shareholders have been considering to expand the company field into deep, such as 7th, 9th grade public servant studies. And they are planning to give incentive to staff and more opportunities to improve their work skills being happy with the good result from what we had given a try as experimentally.