

UCL WAYS OF WORKING FOR PROFESSIONAL SERVICES STEPS TO DEVELOPMENT



PERSONAL EXCELLENCE	
Commitment	
Outstanding Service	
Integrity	

WORKING TOGETHER	
Communication	
Collaboration	
Shared Learning	

ACHIEVING OUR MISSION	
Vision	
Innovative Practice	
Ownership	

STEPS TO DEVELOPMENT

GRADE 5

Ways of Working Steps to Development

support hinder

PERSONAL EXCELLENCE		GRADE 5
Supporting Indicators for Personal Excellence	Being committed to UCL and taking pride in your work.	
Examples of behaviours that may hinder Personal Excellence	<p>^} cá!^ ^Á•æcä•, ^âÁ, äc@Á^ [~!Á, [! \ÉÁ { ^æ} ä} *Á ^ [~!Á& [], ä^ } & ^!æ} äÁ, ^ Éä^ä} *Á { æ^ Ä^Ä</p>	
Steps towards development	<p>Væ \ ^Äcä { ^Äc [Á! ^' ^&cÄ [} Á, @æcÄ^ [~Á, æ} cÄc [Äà^Ää [ä} *Ää} Äc@^Ä~ c~! ^ÉÁ Y @æcÄä [Ä^ [~Ä^} b [~ÑÄ Y @^! ^Äæ! ^Ä^ [~Ä&@æ ^} * ^äÑÄ Y @æcÄä^Ç^ [] { ^} cÄä [Ä^ [~Ä} ^ÄäÄc [Ä~], Ä^ [~! Ä&æ! ^Ä! * [æ] •Ñ</p>	
Supporting Indicators for Personal Excellence	Contributing to keeping the workplace running smoothly and efficiently.	
Examples of behaviours that may hinder Personal Excellence	<p>&@æ} * ^•Äc@æcÄ [~ äÄä} &! ^æ• ^Ä^~, &ä^ } & ^É</p>	
Steps towards development	<p>] : [ä ^ { •Äc@æcÄ^ [~Ä { ä* @cÄà^Äæä ^Äc [Ä• [Ç^ÑÄU! Ää [Ä^ [~Äc^} äÄc [Ä ^æÇ^Äc@æcÄc [Ä [c@! •ÑÄÖ [{ ^Ä</p>	
Supporting Indicators for Personal Excellence	Being able and willing to recognise and report bullying, harassment and discriminatory behaviour.	
Examples of behaviours that may hinder Personal Excellence	C	
Steps towards development	<p>Ü^& [* } ä• ^Ä] æcc! ; } •Ä [-Äà^@æÇä [~! Äc@æcÄäi•æäÇæ} cæ* ^Ä•] ^&ä, &Ä*! [~] •Ä [-Ä& [^æ* ~ ^•ÉÄ•cæ--ÉÄ ä^@æÇä [~! ÉÄQ-Ä^ [~Ää [Ä] [cÄ-^ ^Ä& [], ä^ } cÄc [Ää [Äc@äi•Ä, äc@Ä^ [~! Ä { æ} æ* ^! Äc@^} Äcæ \Äc [Ä^ [~! ÄPÜÄ ä} æäÇ^! c^} c ^Ääi•æäÇæ} cæ* ^•Äæ} [c@! Ä& [^æ* ~ ^ÑÄV@ä} \Äæä [~ cÄ@ [, Ä^ [~Ä&æ} Ä] [•äcÇ^ ^Ä ä} ' ~ ^} & ^Ää} Ä æ! * ^Ä [! Ä• { æ Ä, æ^•Ä, äc@ä} Ä^ [~! Äc^æ { Äæ} äÄ { [ä^ ÄæÄ& [] •ä•c^} cÄæ}] : [æ&@Ä</p>	

Supporting Indicators for Personal Excellence	Being able to multi-task, effectively keeping various tasks in hand at the same time	
Examples of behaviours that may hinder Personal Excellence	Yæ}cä} *Äc[Ä•cæ!clæ}äÄ, }ä•@Ä[] ^Äcæ•\ÄæclæÄcä { ^Ä	Yæ}cä} *Äc[Ä•
Steps towards development	hinder Personal Excellence	

