

## Recognition for Unit of Competency

Unit Number: BSBBSL54004

Unit Name: Sell/manage sales performance

Teaching Section: Marketing and Financial Services

### Step 1: Read the unit competency requirements (if you have the skills/knowledge to meet these elements, go to step 2)

**Unit Description:** This unit describes the performance outcomes, skills and knowledge required to self manage sales performance through establishing an individualised sales plan, and through managing stress, time and sales related paperwork. No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement.

ELEMENTS	PERFORMANCE CRITERIA
1. Establish an individualised sales plan	<ul style="list-style-type: none"> <li>Establish individual sales goals and quotas to focus work activities based on organisational sales and marketing objectives</li> <li>Establish consultation and communication structures with clients and supervisors</li> <li>Establish an individualised sales plan to achieve sales goals and quotas within a work system that prevents adverse effects on health and safety and is constructed against clear timeframes</li> <li>Monitor sales plan in relation to established goals and quotas</li> <li>Adjust sales plan in response to monitoring</li> <li>Conduct an evaluation of sales plan and adjust sales plan accordingly</li> </ul>
2. Organise workload effectively	<ul style="list-style-type: none"> <li>Implement consultative strategies in accordance with organisational policies and procedures</li> <li>Monitor symptoms of negative stress</li> <li>Establish a plan in accordance with organisational requirements to reduce symptoms of negative stress</li> <li>Establish routines to provide structure for work and to manage workload</li> <li>Allocate time for unanticipated events and activities</li> <li>Delegate tasks to individuals or sales team members to share workload in accordance with organisational requirements</li> </ul>
3. Allocate time effectively	<ul style="list-style-type: none"> <li>Give priority to activities related directly to selling</li> <li>Conduct an analysis of the time spent on work-related activities</li> <li>Adjust time spent on specific work tasks as a consequence of this analysis</li> <li>Apply time management strategies to minimise non-productive sales activities</li> </ul>

# Selfmanage Sales Performance

**Gayle C. Avery, Harald Bergsteiner**



## **Selfmanage Sales Performance:**

*Selecting Sales Professionals : Selecting, Training, and Retaining High-performance Sales Personnel* John C. Marshall, Ph.D & Bob McHardy, McHardy, Bob, 1997      Handbook of Organizational Performance, Volume II Douglas Johnson, C Merle Johnson, 2024-10-28 This book offers a comprehensive exploration of the powerful intersection between behavior science and performance improvement and demonstrates the myriad ways in which this science can advance performance improvement. Featuring some of the top researchers and consultants from across the globe, Volume II focusses on a wide range of advanced topics from behavioral safety to emerging opportunities for worker well being such as performance feedback, compensation, performance assessment, safety, wellness, training, self management, discipline, marketing and more. It explores the latest breakthroughs and advancements in the field, comes with a new introduction and epilogue and is supplemented by review questions. It is an indispensable resource for instructors, practitioners and students of organizational behavior management. Each chapter in this volume is written as an introduction to its topic and equips students and professionals alike with the tools and knowledge to drive performance improvement ethically and effectively in diverse contexts. The chapters in this book were originally published in the Journal of Organizational Behavior Management.

*The Emotionally Intelligent Seller: Mastering Persuasive Strategies for Successful Sales* Linh Nguyen, This powerhouse guide unlocks the secrets of emotional intelligence to help sellers develop remarkable understanding and empathy. By honing these skills, sellers can expertly navigate conversations, build trust effortlessly and connect with customers on a deep level. Through a comprehensive exploration of persuasive strategies, this book equips sellers with invaluable tools to capture attention, close deals and build lasting client relationships. With sought after techniques and profound insights, *The Emotionally Intelligent Seller* empowers sales professionals to reach new heights of success.

*Seven Steps to Success for Sales Managers* Max F. Cates, 2015-05-30 Master today's breakthrough strategy for developing and sustaining high performance sales teams. Long time sales team leader Max Cates shows how to go far beyond old school command and control sales management, unleashing the full power and energy of your salespeople through a participatory management approach that works. Drawing on 36 years of sales and sales management experience, Cates presents proven tactics for: Developing your own mental toughness, emotional intelligence, strategic thinking and promotability; Becoming a true servant leader in sales, providing the right structure, challenges, respect, involvement and support; Hiring more effective and productive salespeople, including expert tips for interviewing, recruiting, reading body language, using data and choosing amongst candidates; Building winning teams that meet sales objectives and delight customers; Empowering sales reps and teams in decision making that increases sales productivity; Measuring individual and team performance towards objectives; Keeping people on target without micromanaging them; Promoting team growth and continual improvement; Leveraging Six Sigma and the Deming Cycle to sustain success, morale and performance. And much more. *Seven Steps to Success for Sales Managers* presents proven sales

management tactics in a bulletized format that's easy to read and just as easy to use. Cates combines decades of in the trenches experience with cutting edge research on the latest sales trends and tactics. Whether you're a working sales manager, VP of sales, account team leader, executive MBA program participant, or aspiring sales manager, this guide will help you build an outstanding team, empower it, and lead it to sustained success.

Proceedings of the 1998 Academy of Marketing Science (AMS) Annual Conference John B. Ford, Earl D. Honeycutt, Jr., 2015-02-05 This volume includes the full proceedings from the 1998 Academy of Marketing Science AMS Annual Conference held in Norfolk, Virginia. The research and presentations offered in this volume cover many aspects of marketing science, including marketing strategy, consumer behaviour, entrepreneurial marketing, international marketing, advertising, marketing education, among others. Founded in 1971, the Academy of Marketing Science is an international organization dedicated to promoting timely explorations of phenomena related to the science of marketing in theory, research, and practice. Among its services to members and the community at large, the Academy offers conferences, congresses, and symposia that attract delegates from around the world. Presentations from these events are published in this Proceedings series, which offers a comprehensive archive of volumes reflecting the evolution of the field. Volumes deliver cutting edge research and insights, complimenting the Academy's flagship journals, the *Journal of the Academy of Marketing Science* (JAMS) and *AMS Review*. Volumes are edited by leading scholars and practitioners across a wide range of subject areas in marketing science.

*Case Studies in Fisheries Self-governance* Ralph Edwin Townsend, Ross Shotton, Hirotugu Uchida, 2008-01-01 This special issue focuses on the Scientific forum held at the beginning of the International Technical Conference on Animal Genetic Resources for Food and Agriculture, which took place in Interlaken, Switzerland, in September 2007.

*The SAGE Handbook of Industrial, Work & Organizational Psychology*, 3v Deniz S. Ones, Neil Anderson, Chockalingam Viswesvaran, Handan Kepir Sinangil, 2017-12-14 The second edition of this best-selling Handbook presents a fully updated and expanded overview of research, providing the latest perspectives on the analysis of theories, techniques, and methods used by industrial, work, and organizational psychologists. Building on the strengths of the first edition, key additions to this edition include in-depth historical chapter overviews of professional contexts across the globe, along with new chapters on strategic human resource management, corporate social responsibility, diversity, stress, emotions, and mindfulness in the workplace, environmental sustainability at work, aging workforces, among many others. Providing a truly global approach and authoritative overview, this three-volume Handbook is an indispensable resource and essential reading for professionals, researchers, and students in the field. Volume One: Personnel Psychology and Employee Performance; Volume Two: Organizational Psychology; Volume Three: Managerial Psychology and Organizational Approaches.

**The Facilitative Leader** Steve Reilly, 2017-05-01 This book is for anyone who has either worked for or been a difficult boss. It will especially benefit those new to management and struggling to figure out how to lead a team without being too controlling. Using the foundational ideas of clear expectations, honest and constructive feedback, and personal

accountability it is possible to manage people's performance without controlling their behaviors. It is a shift in priorities and mindset but has been proven with such companies like Nike, Microsoft, Caterpillar, Cisco Systems, United Healthcare and many other Fortune 100 companies. *The New Workplace* David Holman, Toby D. Wall, Chris W. Clegg, Paul Sparrow, Ann Howard, 2003-07-07. Just in time, total quality management, lean manufacturing, call centres, team work, empowerment: most people in business have heard these buzz words often offered as a panacea to all profit ills. So why don't they always work? Can you combine them anyhow? If not, why not? *The New Workplace Handbook* is a comprehensive guide to the evidence available on how modern working practices and technology affect the people in organizations. Within a broad psychological framework, leading experts examine how people work, their experience of work, the impact on productivity and performance and the human resource implications. Guidance is offered on a range of different methods, tools and practices that can be used to guide the design and implementation of modern working practices to ensure that pitfalls are avoided and the best possible results are obtained from new initiatives. Indispensable for consultants, this Handbook will also be useful for students and scholars in the psychology of business, human resource professionals and anyone involved in the management of new working practices.

**Contemporary Selling** Mark W. Johnston, Greg W. Marshall, 2013-08-15. Published in previous editions as *Relationship Selling*, the latest edition of Mark Johnston and Greg Marshall's *Contemporary Selling: Building Relationships, Creating Value* continues to set the standard for the most up-to-date and student-friendly selling textbook available anywhere today. The latest edition incorporates a new chapter on social media and technology-enabled selling as well as a new chapter on selling globally. To support student engagement, the book also features Expert Advice chapter openers showing how each chapter's sales concepts are applied in the real world. In chapter *Ethical Dilemmas* that help students identify and handle effectively the numerous ethical issues that arise in selling. Mini cases to help students understand and apply the principles they have learned in the classroom. Role plays at the end of each chapter enabling students to learn by doing. Special appendices on selling math and developing a professional sales proposal. Video material available on the Companion Website featuring new content with sales experts discussing best sales practices from a recent PBS special on selling produced by Chally Group Worldwide. Further resources for instructors and students are available at [www.routledge.com/cw/johnston](http://www.routledge.com/cw/johnston) 9780415523509.

**Sustainable Leadership** Gayle C. Avery, Harald Bergsteiner, 2011. The business case for operating along sustainable principles is becoming very clear. Sustainable organizations outperform their peers on many criteria including corporate social responsibility, employee satisfaction and, surprising for some, even financially. *Sustainable Leadership: Honeybee and Locust Approaches* presents an evidence-based view of how 23 leadership practices facilitate outcomes that go beyond what is commonly referred to as the triple bottom line: environmental sustainability, corporate social responsibility and financial success. The book centers on a powerful metaphor of honeybee and locust behaviors which illustrate two leadership philosophies with very different outcomes for a business and its viability. Gathering evidence from

scholars combined with observations from successful firms around the world the book presents a bundle of principles behaviors and beliefs that forms a sustainable leadership system This engaging insightful book offers a set of principles that can be adapted in many ways to underpin sustainable leadership in different situations It provides evidence and a rationale for building a business case to change towards more sustainable practices      Professional Selling in Canada Gerald B. McCready, Gerry B. McCready, 1993      *Performance Management* Charles M. Cadwell, 2002-05-13 Organizational success depends on the continuous improvement of staff performance at all levels People constitute the real competitive advantage in business and industries of all types Enhancing the performance of your people and ultimately your organization depends on the continuous improvement of staff at all levels An effective Performance Management system is essential to help employees perform at their best and align their contributions with the goals values and initiatives of the organization Performance Management presents managers and supervisors with a clear model they can follow to plan monitor analyze and maintain a satisfying process of performance improvement for their staff Designed for readers to apply what they are learning to their current job responsibilities this book offers exercises and assessments to determine your readiness to implement performance management It also illustrates strategies for developing the crucial communication skills of coaching problem solving and giving feedback while teaching methods for linking organization and personal goals By demystifying the role of performance management techniques Performance Management provides the knowledge and tools to design and implement a workable system that benefits the organization and inspires employees to manage their own performance      **Sales and Marketing Optimization: Developing Competitive Value Propositions in Distribution** , 2012      **Resources in Education** , 1997      *Successful Salesmanship* Paul Wesley Ivey, Walter Julius Horvath, 1961      *ACCA P5 Advanced Performance Management* BPP Learning Media, 2016-02-01 BPP Learning Media s status as official ACCA Approved Learning Provider Content means our ACCA Study Texts and Practice Revision Kits are reviewed by the ACCA examining team BPP Learning Media products provide you with the exam focussed material you need for exam success      **The Everything Sales Book** Daniel Ramsey, 2009-03-18 A sales job can be the road to riches and independence when you use the right approach In this book you will get the tools you need to develop successful sales strategies every time This handy guide includes techniques and exercises sample sales dialogues and a step by step explanation of the typical sales call It also includes instructions for building and organizing a powerful sales toolkit that will improve anyone s bottom line You will learn how to Find a job in sales Discover and track leads to build a potential customer list Choose the right selling method for every sales situation Leverage the Internet e mail and mobile devices Improve people skills and presentation skills Create winning sales proposals Whether you are a beginner eager to get started or an experienced sales professional looking to fine tune your skills this book is all you need to seal the deal      **Effective Self-management in Selling** Merrill De Voe, 1956      **ACCA P5 - Advanced Performance Management - Study Text 2013** BPP Learning Media, 2011-12-15 This examiner reviewed

Study Text covers all that you need to know for P5 It features plenty of recent case studies illustrating key syllabus areas and questions to hone your understanding of what you have just read This paper tests your application of knowledge so these studies and questions are key learning tools You will also find up to date information on the latest management theories and techniques which feature highly in this paper Then there are plenty of exam tips to guide your study and help you focus on what is essential to know Now it s up to you

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