

LEADERSHIP AND MANAGEMENT ASSIGNMENT M3.10; M3.21; M3.11; M3.12

Centre Number	Centre Name
Candidate Registration No	Candidate Name
<p>TASK</p> <p>Write a report on how you apply the concepts of leadership, management, team building and motivation to your own management situation in your organisation, covering the following areas:</p> <p>Identify factors at work that will influence your choice of leadership styles and explain why your leadership styles are likely to positively affect your team</p> <p>Assess your own leadership behaviours and potential by referring to a relevant leadership model, your organisation's working practices, and by collecting feedback from others. Describe what actions you could take to improve as a leader</p> <p>Review how you plan and delegate tasks to your team and:</p> <ul style="list-style-type: none"> • Explain why it is so important to make effective and efficient use of your team's knowledge and skills while planning to achieve work objectives • Explain <u>one</u> technique you use to schedule and allocate work to your team and individuals • Identify and describe <u>one</u> barrier to delegation in your workplace and <u>one</u> mechanism to support delegation in your workplace • Explain <u>one</u> technique that you use (or could use) to monitor the outcomes of delegation in your workplace <p>Describe the difference between a group and a team using examples from your workplace to illustrate this difference</p> <p>Briefly describe the stages of an established model of group formation (using examples from your experience to illustrate these, if possible) Note: If this is not possible describe the stages of an established model of group formation</p> <p>Explain the benefits of knowing your team members' preferred team roles</p> <p>Briefly describe the factors that influence the way that people in your workplace behave and, based on this, explain how you would apply one recognised theory of motivation to your team to improve their performance.</p> <p>Explain why feedback is important to improve communication and the performance of your team and compare the effectiveness of different types of feedback used in your workplace</p> <p>The 'nominal' word count for this assignment is 1200 words: the suggested range is between 1000 and 2000 words.</p>	
Assessment Criteria	
<ul style="list-style-type: none"> • The factors that will influence your choice of leadership styles or behaviours in workplace situations is identified • The reason why these leadership styles or behaviours are likely to have a positive effect on individual and group behaviour is explained • Own leadership behaviours and potential assessed in the context of a particular leadership model and organisation's working practices and culture using feedback from others • Appropriate actions to enhance own leadership behaviour in the context of a particular leadership model is described <p><i>(min 8 marks required from 25 available)</i></p>	

Assessment Criteria

- The importance of making effective and efficient use of people's knowledge and skills while planning the team's work to achieve objectives is explained
- One technique is used to identify the appropriate person for an activity
- One barrier to delegation and one mechanism to support delegation is identified
- One technique that could be used to monitor the outcomes of delegation in the workplace is explained

(min 8 marks required from 25 available)

- One example of a group and one example of a team within the workplace is given
- Justification is provided for the classification of the examples given
- The stages of an established model of group formation is briefly described
- The way that a manager could benefit from knowing team members' preferred team roles is explained

(min 8 marks required from 25 available)

- The factors that influence how people behave at work is outlined
- The application of one basic recognised theory of motivation is explained
- The importance of feedback to improve communication and performance is explained
- The effectiveness of different types of feedback is compared

(min 8 marks required from 25 available)

By submitting I confirm that this assessment is my own work

MARK SHEET: M3.10; M3.21; M3.11; M3.12

LEADERSHIP AND MANAGEMENT ASSIGNMENT

Centre Number	Centre Name			
Candidate Registration No	Candidate Named below confirms authenticity of submission NAME:			
Criteria	WBA Strengths	WBA Weaknesses	Assr mark	QA mark
<ul style="list-style-type: none"> The factors that will influence your choice of leadership styles or behaviours in workplace situations is identified The reason why these leadership styles or behaviours are likely to have a positive effect on individual and group behaviour is explained Own leadership behaviours and potential assessed in the context of a particular leadership model and organisation's working practices and culture using feedback from others Appropriate actions to enhance own leadership behaviour in the context of a particular leadership model is described 			/ 25 marks (min 8)	
<ul style="list-style-type: none"> The importance of making effective and efficient use of people's knowledge and skills while planning the team's work to achieve objectives is explained One technique is used to identify the appropriate person for an activity One barrier to delegation and one mechanism to support delegation is identified One technique that could be used to monitor the outcomes of delegation in the workplace is explained 			/ 25 marks (min 8)	
<ul style="list-style-type: none"> One example of a group and one example of a team within the workplace is given Justification is provided for the classification of the examples given The stages of an established model of group formation is briefly described The way that a manager could benefit from knowing team members' preferred team roles is explained 			/ 25 marks (min 8)	

Criteria	WBA Strengths	WBA Weaknesses	Assr mark	QA mark
<ul style="list-style-type: none"> The factors that influence how people behave at work is outlined The application of one basic recognised theory of motivation is explained The importance of feedback to improve communication and performance is explained The effectiveness of different types of feedback is compared 			/ 25 marks (min 8)	
(Internal) Assessor's Decision		Quality Assurance Use		
Total Marks	Outcome (circle as applicable)	Total Marks	Outcome (circle as applicable)	
Total 50+ overall, AND minimum in each section	PASS FAIL	Total 50+ overall, AND minimum in each section	PASS	FAIL
Section fail if applicable:		Date of QA check:		
Name of Assessor		Name of QA		
Assessor Signature		QA Signature		