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| **CMI Assignment TEMPLATE**  |
| **Introduction to management and leadership 5020V1** |

**PERSONAL INFORMATION**

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| Name: |  |
| CMI Learner Number: | P |
| Submission Date: |  |

**ASSIGNMENT DECLARATION**

1. Confirmation of own work

I confirm that the above assessment, attached herewith, is all my own work and does not include any work completed by anyone other than myself.

1. Ethical approval

Throughout the programme you will be collecting data, analysing information; this may involve accessing company information, preparing questionnaires and structured interviews amongst other data collection methods. Ethical approval must be obtained prior to starting your research and data collection and this should be via your line/general manager. I have considered and discussed the above with my line/general manager, and accept that I am responsible for ensuring appropriate clearance where necessary.

Participants Name ..................………………........................……………………………………

Participants signature……………………………………..………. Date……………….….………

**WORD COUNT**

|  |  |  |
| --- | --- | --- |
| Task Number | Task Word Count  | Permitted Word count (+/- 10%) |
| Task 1 |  | 500 - 550  |
| Task 2  |  | 350 - 400 |
| Task 3 |  | 900 - 1,000 |
| Task 4 |  | 300 - 350 |
| Task 5 |  | 350 - 400 |
| Task 6 |  | 350 - 400 |
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|  | **ABOUT THIS UNIT** |

This unit is about you being able to demonstrate understanding of the underpinning knowledge and key principles of management at middle and senior levels.

You should demonstrate the application of theory, e.g. models and frameworks in the work context, as well as referencing further reading and research.

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|  | **Scenario** |

You may use your own employment context, or that of another organisation with which you are very familiar, to base your assignment. However, in the case that you are not able to do so, please use the below scenario:-

You are a newly appointed middle manager, leading a department in a medium sized company. You have responsibility for managing performance, recruiting and developing the team and individuals, managing data and information, and meeting stakeholders’ needs.

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|  | **Introduction**  |

Provide a brief overview of your organisation and your role within the organisation including responsibilities and in terms of the management structure. (no more than 300 words)

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|  | **TASK 1** |

*Construct a personal development plan in chart or table format for a middle manager, taking into account both potential short and longer term development needs. Ensure you have a range of 6-8 development objectives written in line with SMART criteria.*

*You should be planning to meet the objectives using at least 4 different development methods. The expected outcomes in terms of what the manager should be able to do better as a result should also be made evident in the plan.*

*Explain the rationale for development planning at this level, highlighting the benefits for both the individual and the organisation*.

**Guideline word count: 500 - 550 words**

**A.C. 1.1 - Explain the purpose of a personal development plan for the middle manager and the organisation**

**A.C. 2.1 - Construct a personal development plan that addresses the middle manager’s short and longer term needs (*The below template has been given as a guide*)**

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| **Personal Objective** | **Work Objective** | **Method**  | **Resource** | **Support**  | **Review**  | **Evaluation** |
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|  | **task 2** |

*Explain what is meant by management style. Using one example of a style from management theory, describe the potential impact this style could have on a manager’s relationship with the team, colleagues and staff in other departments, and other stakeholders. How might this style assist or disadvantage the manager’s dealings with others?*

**Guideline word count: 350 - 400 words**

**A.C. 1.2 - Discuss a management style and its impact on the middle manager’s need to work with others**

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|  | **task 3** |

*Identify your organisation’s internal and external stakeholders (or those of an organisation of your choice). Separate these into primary and secondary stakeholders, explaining the difference between the two categories, and conduct an analysis of their key needs and expectations.*

*Determine the key differences between data and information. Provide details of the sources of both qualitative and quantitative data and information on the stakeholders you have identified.*

*You may produce this work in table or chart format if preferred. Draw up a timed plan to meet one of the stakeholder needs identified in your analysis. Ensure you include full details of all the physical, human, financial and technical resources required to deliver the product or service.*

**Guideline word count: 900 - 1,000 words**

**A.C. 3.1 - Determine the differences between data and information, showing quantitative and qualitative examples**

**A.C. 3.2 - Identify organisational stakeholders**

**A.C. 3.3 – Explain stakeholders needs from the organisation**

**A.C. 3.4 – Identify data or information available on these stakeholders**

**A.C. 4.1 - Develop a plan that meets a stakeholder need, including resources required**

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|  | **task 4** |

*Identify the stages of both the recruitment and selection processes. Describe the principles that should be followed when the organisation has a vacancy situation. Identify the current legislation and the appropriate organisational policies and procedures which apply to the recruitment and selection process.*

**Guideline word count: 300 - 350 words**

**A.C. 5.1 - Discuss the general principles and processes of recruiting and selecting staff**

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|  | **task 5** |

*Determine three different methods by which you as the manager of the department might identify that the performance standards of a member of your department were becoming unacceptable. Explain the process you would follow to raise the matter with the employee concerned and provide support for performance improvement.*

**Guideline word count: 350 - 400 words**

**A.C. 5.2 - Determine a method that identifies poor performance**

**A.C. 5.3 - Determine a process for supporting performance improvement**

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|  | **task 6** |

*Explain what is meant by the term staff welfare, and the range of factors covered by this subject. Describe the business case for the adoption of high standards of welfare for your team by identifying the impact this can have on the achievement of departmental objectives. Where possible, use work based examples to illustrate your answer.*

**Guideline word count: 350 - 400 words**

**A.C. 5.4 - Assess the impact of encouraging team welfare on the achievement of objectives**

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|  | **Conclusion** |

Give a brief overview of your thoughts, reflections and overall conclusions of having worked through the module. What has worked well and what needs further development? Pick up on any comments or feedback from those around you. Conclude with a few points on how you intend to apply your learning from this module. (no more than 500 words)

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|  | **Bibliography** |

*Please detail the resources you have used whilst researching for this assignment. Refer to the Learners’ Guide for information on how to complete a bibliography.*

|  |  |
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|  | **Referencing** |

*Please detail the resources you have used whilst completing this assignment. Refer to the Learners’ Guide for information on how to complete your referencing.*

(The following is not part of the assignment)

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|  | **FEEDBACK**  |

What are/will be the benefits for you personally and for your organisation from having completed this module?

Is there any other feedback you wish to give us about this module?

Would you be willing for us to use your comments in our promotional materials if we wished to do so?

YES

NO

 (Please highlight as appropriate)