



KD TRAINING SOLUTIONS

The Chartered Management Institute Diploma in First Line Management

Work Brief for: Developing Individuals and Teams (3005)

Introduction

The purpose of this assessment brief is to give you the opportunity to demonstrate your knowledge, skills and abilities in the topic of developing individuals and teams.

You are required to produce a formal management report of about 2,500 words in length.

Part A – Leading a Team to Achieve Agreed Objectives

This part has 2 elements:

Element 1 - Describe how good a leader you feel you are.

When answering this element you might want to use examples from your experience or link your answers to a scenario you are familiar with. You should also consider:

- What is leadership?
- How does leadership differ from management?
- What did you score in the leadership quiz and what did it mean to you?
- What is a team?
- Do you work within a team or a group? (describing the similarities/differences)

Element 2 – Explain how well you agree and communicate work objectives to your team and the individuals within it.

When answering this element you might want to use examples from your experience or link your answers to a scenario you are familiar with. You should also consider:

- What are objectives?
- How do you decide what objectives to agree with your team?
- How SMART are your team members' work objectives?
- What team objectives do you have in place?
- How are work objectives communicated to your team members?

Part B – Understanding Current Competencies

This part has 1 element.

Element 1 – Describe how effective you review individual and team competencies.

When answering this element you might want to use an example from your experience or link your answers to a scenario you are familiar with. You will also want to consider:

- What is constructive feedback and why is it important?
- When and how are work objectives reviewed?
- How good is the review process for an individual?
- How and when do you review the effectiveness of your team?
- How and when does your organization decide what teams and individuals need to be able to do (i.e. competencies)?
- How and when are current competencies supported and developed?

Part C – Developing the Competencies of Individuals and Teams

This part has 1 element.

Element 1 – Explain how effective you are at developing your team and the individuals within it.

When answering this element you might want to use an example from your experience or link your answers to a scenario you are familiar with. You will also want to consider:

- Why is continuous development important?
- Where is information provided for people on development opportunities?
- How are development needs identified in the first place?
- Are development objectives SMART or not?
- How are development opportunities chosen (i.e. do they take into account preferred learning styles)?
- What barriers to development exist in your organization?
- When and how is development reviewed?
- What records are kept of personal development?
- What support do you provide to people whilst they are developing?
- What evaluation takes place after a development activity?

How your work will be assessed

Below are the learning outcomes and assessment criteria for this unit:

Unit	Learning Outcomes	Assessment
<p>3005 Developing Individuals and Teams</p>	<p>Understand the factors involved in leading a team to achieve agreed objectives</p> <p>Understand the current competencies of individuals and teams</p> <p>Know how to develop the competencies of individuals and teams</p>	<p>Describe how good a leader you feel you are</p> <p>Explain how well you agree and communicate work objectives to your team and the individuals within it</p> <p>Describe how effective you review individual and team competencies</p> <p>Explain how effective you are at developing your team and the individuals within it</p>

Assessment criteria

When your tutors assess your work they will apply the following criteria in ensuring that you have:

- Demonstrated knowledge of the Unit contents at the relevant depth and breadth
- Understand the topics sufficiently to apply them to your own situation
- Produced a piece of work that is communicated in a professional manner
- Described how good a leader you felt you were
- Explained how well you agreed and communicated work objectives to your team and the individuals within it
- Described how effective you reviewed individual and team competencies
- Explained how effective you were at developing your team and the individuals within it