



# ***KD TRAINING SOLUTIONS***

## **The Chartered Management Institute Diploma in Management and Leadership**

### **Assessment Brief for: Developing Human Resources (Unit 5010)**

#### **Introduction**

The purpose of this work brief is to give you the opportunity to demonstrate your knowledge, skills and abilities in the topic of developing human resources. The work you are required to do is in 3 parts:

- Part A – Planning human resource requirements
- Part B – Identifying and planning development
- Part C – Developing individuals

You are required to produce a formal management report of around 3,000 words.

#### **Part A – Planning human resource requirements**

This part has 1 element:

##### ***Element 1 - Analyse how well your organisation plans its human resource requirements.***

You may want to seek advice from your HR department, if you have one and when answering this task you should consider what approach is generally taken towards human resource planning, whether any organisational changes or trends affect that approach and what information is gathered from both external and internal sources.

#### **Part B – Identifying and planning development**

This part has 1 element:

##### ***Element 1 - Assess the ability of your organisation to effectively develop its staff to meet its objectives and make recommendations for improving the process.***

When answering this task you should consider, what external and internal influences are likely to trigger development needs, why continuous development is important, to what degree your organisation “shares”, whether individual learning styles are considered when selecting development opportunities, how motivated your team members are towards development, what barriers to development exist at organisational and individual level (if any), how current development is linked to business objectives and how competencies are identified and measured, whether team members are involved in their own development and whether or not there is involvement in Investors in People.

## Part C – Developing Individuals

This part has 1 element:

***Element 1 – Carry out an analysis of development needs for your team members and produce a personal development plan for one member that meets both organisational and individual needs.***

For this task you should consider whether your team members have equal opportunity access to development, how, if at all they are affected by “unwritten rules”, how the development need was recognised, how it is linked to both organisational and individual needs, how you could use coaching to support the development process, how you would select/monitor and review the right learning opportunity and what you would include in your coaching plan. You should also explain what confidential development records are kept. Your coaching plan should be attached to your work as an appendix.

### How your work will be assessed

In order for you to pass this assessment, you should be aware how the Unit learning outcomes are matched to what you do and what criteria your assessor will be using when marking. Let’s first look at the learning outcomes of this Unit and how they match with what you are required to do:

<b>Unit</b>	<b>Learning Outcomes</b>	<b>Assessment</b>
5010 Human Resource Development	Devise a human resource plan for a work area, to meet organisational objectives  Identify and plan for individual development to meet organisational objectives  Initiate a personal development plan for an individual and evaluate progress	Analyse how well your organisation plans its human resource requirements  Assess the ability of your organisation to effectively develop its staff to meet its objectives and make recommendations for improving the process  Carry out an analysis of development needs for your team members and produce a personal development plan for one member that meets both organizational and individual needs

## Assessment Criteria

When your tutor assesses your work he/she will apply the following criteria which will show that you have:

- Demonstrated knowledge of the Unit and the relevant depth and breadth
- Understood the topic by applying it to your own job role
- Produced a piece of work that is communicated in a professional manner
- Analysed how well your organisation planned its human resource requirements
- Assessed the ability of your organisation to effectively develop its staff to meet its objectives and made recommendations for improving the process
- Carried out an analysis of development needs for your team members and produced a personal development plan for one member that met both organizational and individual needs