



KD TRAINING SOLUTIONS

The Chartered Management Institute **Diploma in First Line Management (Level 3)**

Work Brief for: Personal Development as a First Line Manager **(Unit 3001)**

Introduction

The purpose of this work brief is to give you the opportunity to demonstrate your knowledge, skills and abilities in the topic of personal development. The work you are required to do is in 4 parts:

- Part A - Personal development planning
- Part B - Planning and managing work
- Part C - Developing and maintaining good working relationships
- Part D - Maintaining a health, safe and productive environment

You are required to produce a formal management report of about 2,000 words.

Part A

This part has 1 element.

Element 1 - Evaluate your personal development needs and describe how you intend to achieve your objectives with the aid of a personal development plan (400 words):

When completing element 1 you should consider explaining:

- What personal development is all about and why it is important to you as a first line manager
- How your development is linked to your organization and department objectives
- The process you intend to follow (the 7 steps from your Self Study Guide)
- How you will produce and use your Personal Development Plan (PDP) (including any barriers you foresee)

Part B

This part has 2 elements.

Element 1 - Select a specific task you have recently been involved with and explain how effective you feel your planning skills were (400 words):

When completing element 1 you should consider explaining:

- What planning is all about and why it is important in your job role
- How your specific plan was linked to organizational and departmental objectives
- How effective your plan was compared to a recognized planning model
- To what degree you provided constructive feedback to your team members on their performance

Element 2 - Describe how well you manage the time available to you to achieve your work objectives (400 words):

When completing element 2 you should consider describing:

- What is time management and why was it important in your job role
- What normally takes up your time
- How effective you manage time slots
- How good your diary management is
- What you do to prioritise work
- How well you sort out your paperwork
- To what degree you delegate work to others

Part C

This part has 1 element.

Element 1 - Explain the importance of developing and maintaining good working relationships (400 words):

When completing element 1 you should consider explaining:

- What are good relationships and why are they important in the workplace
- What style of leadership do you/should you adopt to ensure good relationships
- To what degree you encourage respect, trust, cooperation and openness with people
- How you ensure your team is aware of standards of work and how to behave

Part D

This part has 1 element.

Element 1 - Describe how you would assess, monitor and respond to a health and safety issues in your work area in line with legal requirements (400 words):

When completing this element you should consider:

- Explaining what health and safety means and why it is important in your job role
- Outlining any laws that are applicable to your work area
- Explaining how your team are made aware of health and safety laws
- Describing how health and safety is monitored and what you do if you discovered a health and safety problem (risk assessment, action plan, monitor)

How your work will be assessed

In order for you to achieve this Unit, you should be aware how its 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 and how they match with what you are required to do:

Unit	Learning Outcomes	Assessment
Unit 3001 Personal Development as a First Line Manager	Understand how to develop and use a personal development plan))))) Know how to plan and manage work)))) Understand how to develop and maintain effective working) relationships to achieve objectives)) Be able to maintain a healthy, safe) and productive working environment))	Evaluate your personal development needs and describe how you intend to achieve your objectives with the aid of a personal development plan))))) Select a specific task you have recently been involved with and explain how effective you feel your planning skills were)))) Describe how well you manage the time available to you to achieve your work objectives)))) Explain the importance of developing and maintaining good working relationships)))) Describe how you contribute to a healthy, safe and productive working environment

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
- Evaluated your personal development needs and described how you achieved your objectives with the aid of a personal development plan
- Selected a specific task you have recently been involved with and explained how effective you felt your planning skills were
- Described how well you managed the time available to you to achieve your work objectives
- Explained the importance of developing and maintaining good working relationships
- Described how you assessed, monitored and responded to a health and safety issue in your work area in line with legal requirements