



KD TRAINING SOLUTIONS

The Chartered Management Institute Diploma in Management and Leadership

Work Brief for: Personal Development as a Manager and Leader (Unit 5001)

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 3 parts:

- Part A – Personal development planning and evaluation
- Part B – Managing resources to achieve your personal development
- Part C – Health and safety in the workplace

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

Part A – Personal development planning and evaluation

This part has 2 elements.

Element 1 - Identify your current knowledge, skills and abilities in the context of your current role and ambition:

When completing element 1 you should complete the following from your Self Study Guide:

- A person profile
- A job competencies list
- A list of your personal competencies

You should also gather information from other sources identified in your Self Study Guide.

Element 2 – Produce a Personal Development Plan (PDP) for the future ensuring your objectives are SMART:

From the information gathered in Element 1 above:

- Prepare a SWOT analysis from the information gathered in Element 1
- State what your SMART development objective(s) is/are
- Explain how and when your objectives will be achieved

- State what learning opportunities you feel are appropriate
- Explain who will support you and how your development will be monitored
- Explain how you will evaluate the whole process
- Prepare a Personal Development Plan (PDP) that shows your SMART objectives
- Describe the resources you will require to achieve your PDP

Part B – Managing resources to achieve your personal development

This task has 2 elements.

Element 1 – Analyse how you might improve your time management skills in order to have time available to carry out your personal development identified in Part A:

For this element, you will need to complete a time log that identifies how you have used your time and then address the following questions:

- What is time management?
- Why is it important that you manage your time properly?
- What has caused you time problems (from a completed time log)?
- How clear are your objectives?
- What external and internal factors cause you time problems?
- How well do you work in line with your body clock?
- How often do you take breaks whilst at work?
- How effectively do you deal with interruptions and telephone calls?
- To what degree do you put off doing things?
- How effective are you at dealing with paperwork?
- What is your level of concentration like and how do you use this to your advantage, or not?
- How well do you manage your diary? What is delegation?
- Why it is important that you can delegate effectively?
- What are the benefits to you as a manager?
- How do you delegate compared to good practice (using examples)?
- Summarise whether you have time to carry out your personal development or what you need to improve to allow you to do so

Part C – Managing health and safety at work

This task has 1 element:

Element 1 - Analyse how effective your organisation is at ensuring its staff work in a healthy and safe environment:

When answering this question you might want to consider the content of any health and safety training programme, the level of risk assessment (including examples) and compliance to relevant health and safety laws.

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. Have a look at the table on the next page and make a note of the learning outcomes of this Unit and how they match with what you are required to do:

Unit	Learning Outcomes	Assessment
Unit 5001 Personal Development as a Manager and Leader	Be able to assess and plan for personal professional development	Identify your current knowledge, skills and abilities in the context of your current role and ambition
	Be able to implement and evaluate the personal development plan	Produce a Personal Development Plan (PDP) for the future ensuring your objectives are SMART
	Be able to plan for the resources required for personal professional development	Analyse how you might improve your time management skills in order to have time available to carry out your personal development
	Be able to promote healthy and safety working practices	Analyse how effective your organisation is at ensuring its staff work in a healthy and safe environment

Assessment Criteria

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

- Identified your current knowledge, skills and abilities in the context of your current role and ambition
- Produced a Personal Development Plan (PDP) for the future ensuring your objectives are SMART
- Analysed how you have improved your time management skills in order to have time available to carry out your personal development
- Analysed how effective your organisation is at ensuring its staff work in a healthy and safe environment
- 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