UNIT CMI 503

Assessment Brief: Principles of Managing and Leading Individuals and Teams to Achieve Success

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| Learner statement of authenticity: | I confirm that the attached completed assignment is all my own work, and does not include any work completed by anyone other than myself. I have completed the assignment in accordance with the Institute’s approved instructions and within the time limits set by my Centre. |

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|  | Tick here to opt out | I consent for this assignment to be used for assessment standardisation and where appropriate, for the dissemination of good practice, on the understanding that the content is anonymised. |

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| Centre statement of authenticity: | On behalf of CMBD, I confirm that the above mentioned learner is registered at the centre on a Chartered Management Institute (CMI) programme of study. The learner is, to the best of my knowledge, the sole author of the completed assignment. | | |
| Name: | Brent Warren | Job Title: | Training Director |
| Signed: | Brent Warren | Date: |  |

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| **»** | Task 1 |

Write a **good practice guide** entitled *‘Approaches to managing and leading teams*’. The good practice guide will be used by other managers in the organisation and must:

1. Evaluate **TWO (2) theoretical models** used for managing and leading teams (AC1.1)
2. Discuss **practical approaches** for effective team management and leadership (AC1.2)
3. Analyse **TWO (2) strategies** for managing team leaders (AC1.3)

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| Guidance for completion of Task 1 |
| * *Base your response on Scenario A, your own experience of managing and leading teams or use well chosen examples from an organisation you know well or have researched.* * *The good practice guide should include sub headings. You may choose to include tables and diagrams (as appropriate) to support your discussion.* * *Your discussion should be underpinned with relevant theoretical principles and models.* * *Please refer to the indicative content for each of the assessment criteria (AC) outlined in the unit specification.* |

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| **»** | techniques for managing and leading individuals and teams to achieve success |

*An important responsibility of any manager is to be able to monitor and manage individual and team performance, develop approaches to respond to the challenges of managing and leading multi-disciplinary and remote teams and recognise good practice in leading individuals and teams to success.*

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| **»** | Task 2 |

Write an **account** on techniques for managing and leading individuals and teams to achieve success. The account must:

1. Examine **TWO (2) methods** that may be used to monitor and manage individual and team performance (AC3.1)
2. Develop approaches to respond to **THREE (3)** **challenges** of managing and leading multi-disciplinary and remote teams (AC3.2)
3. Examine **good practice** for enabling and supporting individuals and teams to achieve success (AC3.3)

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| Guidance for completion of Task 2 |
| * *Base your response on Scenario A, your own experience of managing and leading individuals and teams to achieve success or use well-chosen examples from an organisation you know well or have researched.* * *The account should include sub headings. You may choose to include tables and diagrams (as appropriate) to support your discussion.* * *Your discussion should be underpinned with relevant theoretical principles and models.* * *Please refer to the indicative content for each of the assessment criteria (AC) outlined in the unit specification.* |

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| **»** | achieving a balance of skills and experience in teams |

*The success of a team is optimised when the individuals within it have a balance of skills and experience. A manager can support this by knowing how to use techniques to assess current and future team capabilities and requirements and understanding the role of learning and development to achieve individual and team aims.*

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| **»** | Task 3a |

Write an **account** and discuss **TWO (2)** **techniques** used for assessing current and future team capabilities and requirements (AC2.1)

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| Guidance for completion of Task 3a |
| * *Base your response on Scenario A, your own experience of developing individuals and teams or use well-chosen examples from an organisation you know well or have researched.* * *The report should include sub headings. You may choose to include tables and diagrams (as appropriate) to support your discussion.* * *Your discussion should be underpinned with relevant theoretical principles and models.* * *Please refer to the indicative content for each of the assessment criteria (AC) outlined in the unit specification.* |

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| *Following a review of the capabilities and requirements of the individuals and teams you manage in a large organisation in the UK, Canada, USA and Ireland, the following training needs have been identified:*   |  |  | | --- | --- | | ***Role*** | ***Training needs*** | | ***Team leaders*** | * *Approaches to managing change* * *Management training (either accredited or in-house)* | | ***All team members*** | * *Approaches to delivering a quality service* * *Health and safety update* * *Legislative frameworks tailored to the needs of the teams who offer services and support to the UK, Ireland, USA, Canada* | | ***Specific staff*** | * *IT training (including word processing, spreadsheets and desktop publishing software)* * *Level 3 Diploma in Business and Administration* * *Level 2 Diploma in Customer Service* | |

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| **»** | Task 3b |

Write a **report** entitled *‘Factors which impact on the selection of learning and development activities’.*

The report must assess the **factors** which impact on the selection of **learning and development activities** for individuals and teams (AC2.2).

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| Guidance for completion of Task 3b |
| * *Base your response on Scenario B, your own experience of selecting learning and development activities for individuals and teams or use well chosen examples from an organisation you know well or have researched.* * *The report should include sub headings. You may choose to include tables and diagrams (as appropriate) to support your discussion.* * *Your discussion should be underpinned with relevant theoretical principles and models.* * *Your discussion must consider learning and development activities for both individuals and teams.* * *Please refer to the indicative content for each of the assessment criteria (AC) outlined in the unit specification.* |