

UNIT 14 Working With And Leading People

LO2 Understand the styles and impact of leadership

Leadership in the workplace applies to managing people and not to managing things and leadership styles have significant impacts on the performance of the organization.

TASKS:

- 2.1 Explain the skills and attributes needed for leadership
- 2.2 Explain the difference between leadership and management
- 2.3 Compare leadership styles for different situations
- 2.4 Explain ways to motivate staff to achieve objectives

INSTRUCTIONS:

Each task is 600 Words.

You must meet all Assessment Criteria for Unit 14 to pass the unit. So pay attention to course contents and the PASS CRITERIA below to ensure that you are measure up your work to the expected standards.

SUBMISSION DEADLINE: January 9, 2016

LATE SUBMISSION: January 31, 2016 (Late Fee)

AC 2.1 Explain the skills and attributes needed for Leadership

STUDENT NAME:

PASS GRADE	To achieve a PASS Grade for the assessment you will:	<i>Is the Grade Achieved?</i>	
		Y	N
	1. Carry out the command in the task correctly: Explain <i>Explain means to: Give account of the purposes or reasons.</i>		
	2. Carry out the task correctly: This task requires you to clearly explain what are the different skills and qualities/characteristics of effective business leaders.		
	3. Conduct adequate Research using secondary sources.		
	4. Use five or more (combination of) theories, techniques, skills, and modern tools of the practice provided in the <i>course content for the guiding areas of focus.</i>		
	5. Cite Six (6) or more reliable sources used in your work whether paraphrased, directly quoted or summarized using Harvard Referencing Style.		
	6. Use the Four Paragraph Essay Structure: Introduction; Research Findings; Discussion; and Conclusion.		
	7. AC 3.1. 600 Words in length including the Findings, Discussion and Recommendations.		
8. Include Reference Page at correct referencing standard and including all sources cited in-text.			
Assessor's SCORE	<i>A Pass Grade is awarded</i> <i>by _____ ON _____</i>	Y	N
MERIT GRADE	To achieve a MERIT Grade for the assessment criteria you MUST achieve the metrics for a PASS and In Addition the achieve the following higher standards:	Is the Grade Achieved?	
	1. The B paper is always mechanically correct. The spelling is good, and the punctuation is accurate.		
	2. Some of the sentences may not be elegant, but they are clear, and in them thought follows naturally on thought. It is well organized around one main idea, it presents a worthwhile and interesting idea. That is, the idea is supported by sound evidence presented in a neat and orderly way.		
	3. Ends by keeping the promise that the writer makes in the beginning.		
	4. Conduct adequate Research through secondary and primary sources.		
	5. Conclusion is relevant to the findings.		
Assessor's SCORE	<i>A MERIT GRADE is awarded by</i> <i>_____ ON _____</i>	Y	N

STUDENT/S NAME:

DISTINCTION GRADE	To achieve a DISTINCTION Grade for the assessment criteria you MUST achieve the metrics for a PASS and in Addition achieve the following higher standards:	Tick where the Grade is Achieved.	
	1. Paper is lively, well-paced, interesting, and everything in it seems to fit the theme exactly. Reading the paper, it is clear that the writer cares for his or her ideas, and about the language that carries them.		
	2. It may have a proofreading error or two, or even a misspelled word, but these errors are the consequence of the normal accidents all good writers encounter.		
	3. Provide Industry examples and apply the knowledge of subject concepts to the Sector effectively.		
	4. Identify, formulate, and provide solve to problems.		
	5. Conduct, Analyze and interpret primary and secondary data effectively using appropriate research tools.		
	6. Use seven or more (combination of) theories, techniques, skills, and modern tools of the practice		
	7. Ends by keeping the promise the writer makes in the beginning.		
Assessor's SCORE	<i>A DISTINCTION Grade is awarded by ON _____</i>	Y	N
REFERRED / RESIT GRADE	The student achieves a REFERRED Grade when the work fails to meet the minimum standard for a pass.	Tick where the Grade is Achieved.	
	1. Use less than five (combination of) theories, techniques, skills, and modern tools of the practice.		
	2. The theme often hangs on some personal opinion, expressing personal opinions, rather than justifying, then further defending them.		
	3. Rarely uses evidence well; sometimes it does not use evidence at all. Even if it has a clear and interesting theme. A paper with insufficient supporting evidence is a D paper.		
	4. Often has mechanical faults, errors in grammar and spelling.		
	5. Little indication that the writer understands the task and its requirements.		
Assessor's SCORE	<i>A REFERRED GRADE is awarded by _____ ON _____</i>	Y	N

AC 2.2 Explain the difference between Leadership and Management

STUDENT NAME:

PASS GRADE	To achieve a PASS Grade for the assessment you will: <i>Is the Grade Achieved?</i>	Y	N
	1. Carry out the command in the task correctly: Explain <i>Explain means to: Give account of the purposes or reasons.</i>		
	2. Carry out the task correctly: This task requires you to clearly explain how managers and leaders differ in skills, qualities/characteristics and in their roles and functions in the organization.		
	3. Conduct adequate Research using secondary sources.		
	4. Use five or more (combination of) theories, techniques, skills, and modern tools of the practice provided in the <i>course content for the guiding areas of focus.</i>		
	5. Cite Six (6) or more reliable sources used in your work whether paraphrased, directly quoted or summarized using Harvard Referencing Style.		
	6. Use the Four Paragraph Essay Structure: Introduction; Research Findings; Discussion; and Conclusion.		
	7. AC 3.1. 600 Words in length including the Findings, Discussion and Recommendations.		
	8. Include Reference Page at correct referencing standard and including all sources cited in-text.		
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	3. Ends by keeping the promise that the writer makes in the beginning.		
	4. Conduct adequate Research through secondary and primary sources.		
	5. Conclusion is relevant to the findings.		
Assessor's SCORE	<i>A MERIT GRADE is awarded by</i> <i>_____ ON _____</i>	Y	N

AC 2.3 Compare leadership styles for different situations

USE THIS CASE:

You have a secretary you share with several other people. Often it seems that it takes too long to get your work completed and back from the secretary and you know that your work sometimes gets put behind the work of others. You feel this situation must be changed if you are to perform effectively. You decide to speak to the secretary to discuss this situation.

APPROACHES TO ANSWERING AC 2.3.: Use Hersey and Blanchard's Situational Leadership Approach to compare different approaches to demonstrating different leadership behavioral style using the scenario with the Secretary above and applying each of the four situational leadership proposed in the situational model.

ABOUT SITUATIONAL LEADERSHIP

The four different types of situational leadership are:

- Directing
- Supporting
- Coaching
- Delegating

The Situational Leadership Model suggests that there is no “one size fits all” approach to leadership. Depending on the situation, varying levels of “leadership” and “management” are necessary. However, leaders must first identify their most important tasks or priorities. Second, leaders must consider the readiness level of their followers by analyzing the group's ability and willingness. Depending on the level of these variables, leaders must apply the most appropriate leadership style to fit the given situation.

AC 2.3 Compare leadership styles for different situations

STUDENT NAME:

PASS GRADE	To achieve a PASS Grade for the assessment you will: <i>Is the Grade Achieved?</i>	Y	N
	1. Carry out the command in the task correctly: COMPARE <i>Compare means to: examine things to see if they are similar or different.</i>		
	2. Carry out the task correctly: This task requires you to use Hersey and Blanchard's Situational Leadership Approach to compare the different approaches to demonstrating different leadership behavioral style using the scenario with the Secretary above and applying each of the four situational leadership proposed in the situational model. Compare the results after hypothetically applying the four leadership approach.		
	3. Conduct adequate Research using secondary sources.		
	4. Use five or more (combination of) theories, techniques, skills, and modern tools of the practice provided in the <i>course content for the guiding areas of focus</i> .		
	5. Cite Six (6) or more reliable sources used in your work whether paraphrased, directly quoted or summarized using Harvard Referencing Style.		
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	4. Conduct adequate Research through secondary and primary sources.		
	5. Conclusion is relevant to the findings.		
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AC 2.4 Explain ways to motivate staff to achieve objectives

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	1. Carry out the command in the task correctly: Explain <i>Explain means to: Give account of the purposes or reasons.</i>		
	2. Carry out the task correctly: This task requires you to clearly explain different approaches that leaders can take to motivate their employees to high performance and to meet set goals.		
	3. Conduct adequate Research using secondary sources.		
	4. Use five or more (combination of) theories, techniques, skills, and modern tools of the practice provided in the <i>course content for the guiding areas of focus.</i>		
	5. Cite Six (6) or more reliable sources used in your work whether paraphrased, directly quoted or summarized using Harvard Referencing Style.		
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