

ATHE Level 4 & 5 Computing

Learner Name	
Learner Registration ID	
Assignment	Managing People in Organizations
Level	4
Credit Value	12
Unit code	M/505/9208
Unit no.	

Related qualification

ATHE Level 4 Diploma in Business and Administrative Management

Scenario

You work for an HR department. There are concerns about high staff turnover and think this may be due to the attitude of some managers in the organization, who do not appear to be good at managing and developing their teams. It is evident that training on the management of people is required. You have been asked to use your understanding of people management to write a report that could be the basis for some training. You should also include some sample training materials for use in management training on the stages of group (team) development including factors that influence effective team performance.

You have been asked to support your understanding of theories with examples and diagrams as appropriate. You may also wish to use organizations that you know well for example where you have been or are currently employed or where you work in a voluntary capacity. Alternatively case studies can be provided or you may be able to gather information about specific organizations from press releases and company websites.

Your report should be formal, appropriately structured and include the following sections

Learning and development

- a) Identify different learning and development methods used by individuals and organisations. Include the reasons for their use
- b) Explain how these different learning and development methods are used in practice by organizations

Assessment criteria 1.1/1.2

People management

- c) Draw on your theoretical knowledge to examine the approaches used to manage people
- d) Explain how abilities, aptitudes, personalities, attitudes and perceptions affect the behaviour of individuals at work
- e) Explain the importance of motivation and morale for individual performance

Assessment criteria 2.1/2.2/2.3

Team management and development

- f) Explain the nature and importance of team work for an organization
- g) Draw on your theoretical knowledge to critically examine the approaches used in the management of teams
- h) Provide training materials which identify the stages of group (team) development and include other factors that influence effective team performance
- i) Examine the relationship between different group roles and performance

Assessment criteria 3.1/3.2/3.3/3.4

Organizational structure and culture

- j) Using examples, examine different types of organizational structure and culture
- k) Analyze the impact of structure and culture on these organizations
- l) Explain how structure and culture influence the behavior of individuals and teams at work

Assessment criteria 4.1/4.2/4.3

Guidelines for assessors

The assignments submitted by learners must achieve the learning outcomes and meet the standards specified by the assessment criteria for the unit. The suggested evidence listed below is how learners can demonstrate that they have met the required standard.

Task number	Assessment criteria	Suggested evidence
	1.1, 1.2 2.1, 2.2,, 2.3 3.1, 3.2, 3.4 4.1, 4.2, 4.3	The learner must produce a well-structured formal report in a style appropriate for a senior management team. The report will address the requirements of all of the command verbs. The student must demonstrate understanding by using examples from a range of organisations with detailed reference to their approaches to learning and development, people and team management. The learner must exemplify relevant theory with actual practice using examples or diagrams as appropriate. .
	3.3	The learner should produce training materials which could be used in training sessions for managers on this particular topic. There is no prescribed format or style for these materials but they must be appropriate to the identified audience.