|  |  |
| --- | --- |
| Title: | **Understanding leadership in the management role**  |
| Level: | **3** |
| Credit value: | **2** |
| Unit guided learning hours | **6** |
| Learning outcomes (the learner will) | Assessment criteria (the learner can) |
| 1. Understand the importance of leadership within the management role
 | 1.11.2 | Describe the responsibilities of the manager in achieving the organisation’s goals and objectivesExplain the importance of leadership skills for the manager  |
| 1. Understand management leadership styles
 | 2.12.2 | Describe the main features of a recognised model of leadership styles Explain how the choice of leadership style could have an impact on the manager achieving their goals and objectives |
| 1. Know how to review own preferred leadership style and the potential impact in the workplace
 | 3.13.23.3 | Identify own preferred leadership style using a recognised modelExplain the potential impact of this particular style on performance in the workplaceIdentify ways in which the manager might need to modify thisleadership stylein order to maximise team performance in the workplace |
| **Additional information about the unit** |  |
| Unit purpose and aim(s) | To develop an understanding of leadership and management and to gain an understanding of own leadership and management style and its impact on the team, colleagues, peers and subordinates in the workplace. |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | Links to Management & Leadership 2008 NOS: B5, B6, D13 |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) |  |
| Support for the unit from a sector skills council or other appropriate body (if required) | Council for Administration (CfA) |
| Equivalencies agreed for the unit (if required) |  |
| Location of the unit within the subject/sector classification system | 15.3 – Business Management |
| **Additional Guidance about the Unit** |
| **Indicative Content:** |
| 1 | * Job functions of the (first line) manager refers to ‘middle’ manager
* The management task including, planning, organising, controlling, motivating
* Differences and similarities between leadership and management, and the need for each of them
 |
| 2 | * Explanation of behavioural and situational leadership models and their significance for task performance, culture and relationships
* Factors in the workplace that will influence choice of leadership styles (for example type of organisation, type of people and the ethos and culture of the organisation, own ability and confidence, line manager and their styles/expectations, candidates authority to delegate and take responsibility, external factors, type of legislation governing organisation)
 |
| 3 | * Identification, development and appropriate choice of personal leadership styles and behaviours
 |