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| **unit 3010v1** |  |
| Assignment Brief: Being a leader. |
| **»** | **task 1** |
| Identify the requirements your organisation has in order to respect the cultures and views of a diverse workforce. You should provide examples of how you, as leader, respect the views and cultures within your organisation and how you ensure you and your team implement organisational requirements for respecting the cultural and ethical value of others.Guideline word count: 400 - 500 words**A.C. 1.1 - Identify the organisational requirements for respecting the cultures, values and ethics of others** |
| **»** | **task 2** |
| Describe the levelsof authority and responsibility you have as a leader in your organisation. Explain, using two examples, how your levels of authority and responsibility can make an impact on personal achievements and team objectives.Using examples describe how you, as a leader, ensure that you demonstrate the attributes of integrity, fairness and consistency in action planning and decision making. Guideline word count: 500 - 700 words**A.C. 1.2 - Describe the levels of authority and responsibility of a leader in the** **organisation****A.C. 1.3 - Explain the impact of a leader on personal objectives and team** **achievement****A.C. 1.4 - Describe the role of a leader in maintaining integrity, fairness and** **consistency in action planning and decision making** |
| **»** | **task 3** |
| In preparation for a discussion with your line manager about how you lead your team, make notes about the differences between leadership and management and include: * a description of two different leadership styles
* an explanation of the relationship between management and leadership
* how you have observed action-centred leadership being used in your organisation and be prepared to give an explanation of action-centred leadership
* a discussion with two examples of different situations when you have adapted your leadership style to suit a particular situation and why this is important
* suggest ways in which your skills could be further developed and identify opportunities for doing so

Guideline word count: 550 - 650 words**A.C. 2.1 - Explain the relationship between management and leadership****A.C. 2.2 - Describe leadership styles****A.C. 2.3 - Identify opportunities for development of a leader****A.C. 2.4 - Explain action-centred leadership****A.C. 2.5 - Discuss how and why leadership styles need to be adapted in different situations** |
| **»** | **task 4** |
| State why you consider trust and respect to be an important part of a team and, using examples, describe how you have established mutual trust and respect within your team.Using two examples identify techniques that you have used to motivate and encourage individuals.Describe the practical things you do to develop your team’s understanding of its shared purpose and organisational direction and how this affects team performance.Guideline word count: 550 - 650 words**A.C. 3.1 - Describe how to establish a culture of mutual trust and respect with a team****A.C. 3.2 - Identify techniques to motivate and encourage the development of team members****A.C. 3.3 - Describe how a leader develops a team’s understanding of its shared** **purpose and organisational direction** |