**ASSIGNMENT TASK for Unit - Becoming an effective leader**

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| **Centre Number** | **Centre Name** | |
| **Learner Registration No** | **Learner Name** | |
| **TASK**  The purpose of this unit is to develop knowledge and understanding of effective leadership as required by a practising or potential middle manager.  **note**  An ILM Assessment Task provides an opportunity to relate your learning directly to your current organisation. It is recommended that you discuss the assignment with your line manager to explore and agree how the task could be used to support the needs of your employer (as well as evidencing your learning as part of completing your ILM qualification).  If you are not currently working within an organisation, then you may complete this task in relation to an organisation with which you are familiar. This could include experience working in a voluntary capacity.  **NOTE:**  *You should plan to spend approximately 31 hours researching your workplace context, preparing for and writing or presenting the outcomes of this assignment for assessment.*  The nominal word count for this assignment is 2500 words: The suggested range is between 2000 and 3000 words, however individuals have different writing styles, and there is no penalty if the word-count range is exceeded. | | |
| *Please use the headings shown below when writing up your assignment* | | **Assessment Criteria** |
| **Understand own ability to fulfil key responsibilities of the leadership role**  The first part of this task is to evaluate own ability to use two or more leadership styles, in different situations and with different people, in order to fulfil the leadership role, and to use theories of emotional intelligence to review and make judgements on the effect of emotions on own and others’ performance | | * Evaluate own ability to use a range of leadership styles, in different situations and with different types of people, to fulfil the leadership role (20 marks) * Use theories of emotional intelligence to review the effect of emotions on own and others’ performance (20 marks) |
| **Be able to evaluate own ability to lead others**  The second part of the task requires you to:   * Review own ability to set direction and communicate this to others by using a combination of appropriate evidence and relevant theory in order to form a judgement * Review own ability to motivate and delegate and empower others by using a combination of appropriate evidence and suitable motivational, delegation and empowerment theories in order to form a judgement.   You are then required to create a personal development plan, which includes activities, timescales and resources, to improve own ability to lead. | | * Review own ability to set direction and communicate this to others (20 marks) * Review own ability to motivate, delegate and empower others (20 marks) * Produce a personal development plan to improve own ability to lead (20 marks) |
| By submitting I confirm that this assessment is my own work | | |