**Assignment Task for Unit: Leading and motivating a team effectively**

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| **Centre Number:** 010563 | | | **Centre Name:** Queen Mary University of London | | |
| **Learner Registration No:** | | | **Learner Name:** | | |
| **TASK**  The purpose of this unit is to understand the need for teams to have a sense of vision and purpose that reflects the organisation’s, and the role that effective communication, motivation and individual and team development play in enabling this to happen.  In order to demonstrate your knowledge of this you need to respond to all of the questions listed below.  **NOTE:**  *You may want to relate your answers to an organisation that you work in. 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.*  *You should plan to spend approximately 9 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 1000 words: the suggested range is between 800 and 1500 words.*  *Check your assignment carefully prior to submission using the assessment criteria.*  GUIDANCE:   * Complete your assignment on this document in the section below labelled “Your Assignment” * Save your assignment with the following title **PD118 Assignment YI XX.XX.XXXX** (where YI is your initials and XX.XX.XXXX is the date of submission). * You need to cover every element of each task to pass the assignment. When you have completed each task, re-read the instructions to check that you have done what’s required. * Check your spelling, grammar and presentation; your work should be professionally presented * It is very important that your assignment represents your own work, written in your own words. In returning this assignment, you are agreeing to have it processed by similarity detection software. This will highlight text found in your work which matches text found on the internet, in journals and books, and in other submitted assignments. If you are in any doubt about what you may or may not include in your assignment, please consult your course tutor before submission. | | | | | |
| *Please use the sub-headings shown below when structuring your Assignment* | | | | Assessment Criteria | |
| **Connect the team with vision and strategy**  Briefly describe an organisation and the identified team’s role within it, outlining:   * its vision and strategy * the importance of having such a vision and strategy * how the vision and strategy has been translated into objectives for the team   Explain how you can communicate to team members the team’s objectives and how these will contribute to fulfilling the goals of the organisation.  Assess how effective you were in communicating this common sense of purpose to the team, using feedback from team members and other evidence to help identify your strengths and areas for improvement. | | | | * Explain the importance of the team having a common sense of purpose that supports the overall vision and strategy of the organisation *(16 marks)* * Explain the role that communication plays in establishing a common sense of purpose *(16 marks)* * Assess the effectiveness of own communication skills on the basis of the above *(12 marks)* | |
| **Motivate and develop the team**  Describe how you would:   * motivate a whole team to achieve agreed goals (using a specific theory or model of motivation to help you to explain your actions); * motivate an individual member of a team to achieve agreed goals, (using a specific theory or model of motivation to help you to explain your actions); * support an individual team member, giving practical examples of why this may be necessary; * develop a whole team, to work effectively together as a team , giving practical examples of why this may be necessary; * develop an individual team member to enable him or her to perform more effectively , giving practical examples of why this may be necessary. | | | | * Describe the main motivational factors in a work context and how these may apply to different situations, teams and individuals *(16 marks)* * Explain the importance of a leader being able to motivate teams and individuals and gain their commitment to objectives *(20 marks)* * Explain the role that the leader plays in supporting and developing the team and its members and give practical examples of when this will be necessary *(20 marks)* | |
| Your Assignment | | | | | |
| **By submitting I confirm that this assignment is my own work** | | | | | |
| Name |  | Date | | |  |