CRKC4001 Managing People and Organisations Final Assignment Brief

General Instructions – Please read carefully.

You are required to complete the assignment outlined below and submit your completed final document through the RKC Online Campus by the end of Unit 6. Your grade will be based on a combination of your activities in the unit forum discussions, a midterm interim assessment and a portfolio demonstrating a range of skills.

The **portfolio should be presented as ONE document** made of a number of sections. It should be presented formally with a title page, an abstract and a contents page. The document should include the following:

1. a log of forum posts showing engagement with the module (weighting of 5% of the final mark)
2. at least three tasks from different units (weighting of 25% of the final mark)
3. an original presentation (min 6 slides) to explain the factors that need to be considered by effective managers of people, (weighting of 30% of the final mark)
4. A reflection on the learning from the module – this could be on learning about how you learn or on the content. Use of reflective framework and supporting literature is encouraged. Include your feedback and your reflection on the feedback from your formative submission (LO1, LO2, LO3) (weighting of 40% of the final mark)

Guidance for each of the four required elements of the portfolio

1 Log of forum posts

This is a screenshot of your post activity – you can access this by looking on your profile.

1.1 To get excellent marks in this section

To get excellent marks in this section engage well with the forums, your small group and the main class. Research suggests that people who engage in debate and discussion get a greater benefit from their learning, increase their understanding and build a learning community which supports and encourages them when times are hard. This is one way to help you to do this.

This paper is one piece of research in this area.

Andrew L. Oros (2007) Let's Debate: Active Learning Encourages Student Participation and Critical Thinking, Journal of Political Science Education, 3:3, 293-311, DOI: 10.1080/15512160701558273

2 At least three tasks from three different units

In each unit there are ideas and guidance for a number of tasks. **Choose at least three overall from three different units** to include in your portfolio.

This is a list of the task available in each unit.

Unit	Task
1	• Belbin Profile with some reflection – is this me? when have I fulfilled this role in a team? **(250 words)** • Your group strategy for managing conflict • Text from your forum post about a leader that you admire – if you can support this with some citations and references to literature that would be good
2	• Reflection on a particular time management strategy that you have used **(100-200 words)**
3	• Copy of the slides that your group developed for the presentation • Copy of your group's guide to academic reading • What you understand plagiarism to be **(50 – 100 words)** (supported with citations)
4	• Mind map or other representation of main benefits and challenges around corporate governance • SWOT analysis of yourself as a student
5	• Share the group appraisal form
6	• Gannt chart with plan for an assignment, the rest of your studies or another project

2.1   To get excellent marks in this section

Choose a range of tasks that reflect your abilities and a mixture of group and independent work. Do the tasks well. This allows you to demonstrate a range of your own skills and encourage your engagement with the module content.

3   An original presentation

Think about what we have learnt about individuals, motivation, appraisal and teamwork as well as other aspects. What elements does a good manager need to consider when managing their people? Create a presentation to explain these as if you were training a new set of employees who are aspiring managers. Aim to have **a 7 minute presentation** if you were delivering it.

3.1   To get excellent marks in this section

Support your presentation with citations and references – think about the presentation tips as well as the content.

4   Reflection on learning

Using a reflective framework think about what you have learnt over the course of this module, how this has changed your thinking, and what you are going to do about this in the future. You can submit an improved and developed version of the work you submitted for the midterm. **500 – 700 words.**

4.1   To get excellent marks in this section

Support your reflection with literature. Learning about learning helps you to learn better – thinking about the things that you do that help you to learn, and the things that might get in the way can help you to build on the helpful behaviours and manage those unhelpful ones. As we saw from the module, reflecting on experiences is how adults learn.

Criteria	Max Mark Achievable	Mark Awarded	Comments
A Log of forum Posts showing engagement with the module Is there evidence of conversation? As well as posts that demonstrate your own understanding are there ones that show you working with others to build the knowledge of the group?	**5%**		
A least one task from each of three units Are the tasks a good example of your work? Do they demonstrate a range of understanding and working? Are they well executed? If references are used are they correctly presented?	**25%**		
An original presentation to explain the factors that managers need to take into account Is the presentation about the right length? Would it appeal to trainee managers? Does it get the message across clearly? Are any references correctly cited and listed in a reference list? Does the reflection take the feedback into account and suggest ways to improve for the future?	**30%**		
A reflection on learning Has a theoretical framework been used? Is the reflection supported with literature? Has this been correctly referenced following the HARVARD referencing style	**40%**		
Final Mark	**/100**		

Criteria and Weighting	To obtain 70% or above:	To obtain 60% or above:	To obtain 55 – 59%:	To obtain 50% - 54%:	To obtain 49 - 40 %:-	To obtain fail of between 39 - 35%:-	To obtain a substantive fail <35
A Log of forum Posts showing engagement with the module 5%	Excellent engagement with the forums – both the main class and the smaller group ones. All posts demonstrate thoughtfulness, own knowledge or evidence of team work and many offer support for the others in the class.	Very good engagement with the forums – both the main class and the smaller group ones. Many posts demonstrate thoughtfulness, own knowledge or evidence of team work and several offer support for the others in the class.	Good engagement with the forums – both the main class and the smaller group ones. Some posts demonstrate some of the following: thoughtfulness, own knowledge, evidence of team work or support for the others in the class.	Some engagement with the forums – either the main class or the smaller group ones. Few posts demonstrate thoughtfulness, own knowledge or evidence of team work and support for the others in the class is limited.	Poor or low engagement with the forums – either in the main class or the smaller group ones. Posts fail to demonstrate thoughtfulness, own knowledge or evidence of team work and do not offer support for the others in the class.	No or very low engagement with forums. –	LOG missing from report
At least one task from each of three units 25%	Excellent application of learning to the tasks which are completed to a high standard. More than the minimum are presented They demonstrate a range of learning and many are supported with a commentary or explanation of the learning demonstrated	Very good application of learning to at least 3 of the tasks which are completed to a high standard. They demonstrate a range of learning and several are supported with a commentary or explanation of the learning demonstrated	Good application of learning to 3 of the tasks some of which are completed to a high standard. They demonstrate a range of learning and a few are supported with a commentary or explanation of the learning demonstrated	Some application of learning to the 3 or 2 tasks presented They demonstrate a range of learning and very few are supported with a commentary or explanation of the learning demonstrated	Limited application of learning to no more than 2 of the tasks Understanding is demonstrated with some comments	1 or fewer tasks included in the report They fail to demonstrate a range of learning No commentary is offered	1 or fewer tasks included with no disucssion
An original presentation to explain the factors that managers need to take into account with reflection on any feedback received 30%	Excellent training tool of a professional standard. Key factors are identified and explained with support of literature and clear slides. Additional notes give a good idea of the script which support the slides with additional information.An excellent reflection on the feedback of the written work which makes good use of a theoretical framework, is well-considered and includes a clear plan for improving work in the future based on the	Very good training tool of a near professional standard. Key factors are identified and explained with support of literature and clear slides. Additional notes give a good idea of the script which support many of the slides with additional A very good creflection on the feedback of the written work. A theoretical framework, is used and many aspects are well-considered. There is a plan for improving work in the future information.	Good training tool Key factors are identified and explained: many with support of literature. Many of the slides are clear and additional notes give a an idea of the additional information that the presenter would share A good reflection on the feedback of the written work which makes use of a theoretical framework, The work includes a plan for improvement	This could be used for training but the audience has not been well-considered Some key factors are identified and explained with support of literature. Most slides are clear. Additional notes give a some ideas of A reflection on the feedback of the written work. A framework is presented and partially applied. A brief plan for improving work in the future is included additional material	The power point includes some key factors, some of which are explained. Limited use of literature Slides contain most information with limited additional material in the notes A reflection on the written work which does not make use of a framework but shows thoughtfulness. There is no plan for implementing the learning	Little evidence of understanding of the issues that should be considered by a manager Presentation does not consider the audience at all A short response to the feedback with very little reflection and no plan	Item very short, does not address the brief or is entirely absent from the report Item is missing or does not include a response to the feedback

	discoveries in the reflection						
A reflection on learning 40%	An excellent critical reflection on something learnt in the module. Extensive use of supporting literature to explain or support the points made in the reflection which is correctly cited and has a full reference list.	A very good critical reflection on content and/or self. Wide use of supporting literature to explain or support most elements of the reflection which is correctly cited and has a full reference list.	A good critical reflection on self or something learnt in the module. Good use of supporting literature to explain or support many elements of the reflection which is correctly cited and has a full reference list.	A reflection on something learnt in the module. Some use of supporting literature to explain or support the reflection which is mostly correctly cited and has a full reference list.	A general reflection Use of supporting literature to explain or support the reflection is limited. Some errors in citations and references	A brief commentary with little in depth reflection and a lack of additional literature. Errors in referencing	Item is very brief or absent