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| Title: | **Managing individual development** |
| Level: | 5 |
| Credit value: | 4 |
| Learning outcomes (the learner will) | Assessment criteria (the learner can) |
| 1. Be able to evaluate individual performance in an organisation
 | 1.1 | Conduct a performance gap analysis with an individual in your area of responsibility, to determine development needs |
| 2 Be able to implement a personal development plan, for an individual in an organisation | 2.12.22.3 | Critically assess the suitability of a range of development vehicles to meet the needs of an individual within the organisationDevise and justify a personal development plan to meet the needs of an individual within the organisationExplain how the personal development plan will be monitored  |
| **Additional information about the unit** |  |
| Unit purpose and aim(s) | To develop ability to be able to manage individual development as required by a practising or potential middle manager. |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | Links to MSC 2004 NOS: C5, C6, D1, D3, D6, D7 |
| 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) | Management Standards Centre (MSC) |
| Location of the unit within the subject/sector classification system | Business Management |
| Unit guided learning hours | 18 |
| 1 | * Performance gap analysis
* Techniques for informal performance assessment and formal appraisal
* Methods of ensuring fair and objective assessment/appraisal
* Training needs analysis
* The role of training
* Links between quality, appraisal and training
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| 2 | * Range of training and development techniques activities, their strengths and weaknesses
* Learning styles and range/sources of learning opportunities
* Learning styles and techniques for designing appropriate, cost effective training to meet identified needs
* Reporting and recording performance assessment, including confidentiality
* Mechanisms to provide appropriate feedback and guidance to the individual
* Techniques for promoting responsibility for self appraisal and development
* Career development strategies
* Mechanisms to prepare development plans, including resource implications and timescales
* Mentoring and the mentoring cycle, and other support techniques
* Coaching techniques, including evaluation and feedback
* Content and format of effective induction to meet organisational and individual needs
* Methods to monitor, evaluate and record individual development
* Relevant feedback techniques
* Methods to evaluate effectiveness of training
* Appropriate recording systems
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