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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 | | | 2.1  2.2  2.3 | Critically assess the suitability of a range of development vehicles to meet the needs of an individual within the organisation  Devise and justify a personal development plan to meet the needs of an individual within the organisation  Explain 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 | | | |
| 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 | | | |