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| Title: | **Understanding leadership** |
| Level: | **3** |
| Credit value: | **2** |
| Unit guided learning hours | **6** |
| Learning outcomes (the learner will) | Assessment criteria (the learner can) |
| 1. Understand leadership styles
 | 1.11.2 | Describe the factors that will influence the choice of leadership styles or behaviours in workplace situationsExplain why these leadership styles or behaviours are likely to have a positive or negative effect on individual and group behaviour |
| 1. Understand leadership qualities and review own leadership qualities and potential
 | 2.12.2 | Assess own leadership behaviours and potential in the context of a particular leadership model and own organisation’s working practices and culture, using feedback from othersDescribe appropriate actions to enhance own leadership behaviour in the context of the particular leadership model |
| **Additional information about the unit** |  |
| Unit purpose and aim(s) | To develop knowledge and understanding of leadership as required by a practising or potential first line manager. |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | Links to Management & Leadership 2008 NOS: B6 |
| 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) | Council for Administration (CfA) |
| Equivalencies agreed for the unit (if required) | M3.10 – Introduction to leadership |
| Location of the unit within the subject/sector classification system | 15.3 – Business Management |
| **Additional Guidance about the Unit** |
| **Indicative Content:** |
| 1 | * The qualities of leadership
* The leader – roles and responsibilities
* Differences and similarities between leadership and management, and the need for each of them
* Range of at least three leadership models (such as trait, contingency, situational, distributive, servant oblique leader, transactional/transformational) and their significance for task performance, culture and relationships
* Leadership behaviours and the sources of power
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| 2 | * Identification, development and appropriate choice of personal leadership styles and behaviours
* The role of trust and respect in effective team leadership
* Supervised practice or simulation to develop the ability to apply knowledge and skills
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