

Applied Leadership and Management in the Workplace

Module Assignment Submission

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Statement of Confirmation of Authenticity

By the act of making this submission, the student declares that this is the work of the student named above. The work has not, in whole or in part, been knowingly presented elsewhere for assessment, or where assessment has been built on a previous assessment, this has been identified. Where materials have been used from other sources it has been properly acknowledged. If this statement is untrue, the student acknowledges that an assessment offence has been committed.

Attention is drawn to the plagiarism and unfair practice policies of both the University and of ILM.

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Section 1: Know how to identify development needs

Identify development needs is pointing out your weakness and strength within yourself and others, within the workplace and to be able to identify your skills and weaknesses also to support growth and development in areas of weakness, while doing variation of learning styles of questionnaire such as Vark and Honey Mumford.

Honey and Mumford Technique Has four learning styles which are Activists Reflectors Theorist Pragmatist while doing this questionnaire I am a reflector and a Pragmatist.

The Honey and Mumford learning styles were published by Peter Honey and Alan Mumford in 1986. Honey and Mumford's learning styles model identifies four assorted styles.

Learning styles technique for Vark technique is using Visual Read/Write and Kinesthetics

Within that test I had learnt with using Vark techniques that I am an aural study and read/write study strategies but with the lowest point of Kinesthetics strategies. ⁱ

Neil Fleming's VARK model is one of the most popular. Fleming introduced an inventory in 1987 that was designed to help students and others learn more about their individual learning preferences.

Vark

I am aural learner, but I find within myself I learn from power point video rather than reading paragraphs, I tend to like doing things alone some often and get things completed rather than wait on people.

Honey Mumford

Within doing the test I learnt that I am a pragmatist which means I like to experiment new things and giving new ideas and like to get on with thing quickly and give practical decisions I also like the be in control of things and instead of going through things I like to start straight away to get it finished.

Conclusion

I have concluded that everyone is different in their own way, and some can do and be our strong point some are not but can work towards improving yourself or gaining from experience within the workplace

or around friends and family, the learning styles are to help us to see where we our weakness is and our strengths.

SWOT Person 1	
STRENGTHS Communication skills Empathic People skills Support network Work well with others	WEAKNESSES Inability to say no Take on to much Confidence Self doubt
OPPORTUNITIES Promotion within the workplace To start my own business Own my house	THREATS Family commitment Car breaking down Having no childcare

SWOT Person 2	
STRENGTHS Communication Teamwork Leadership People skills Work well with others	WEAKNESSES Listening Problem solving Prevention skills Resourceful skills
OPPORTUNITIES Opening own business Own my home Succeeding in life Reaching promotions	THREATS Family commitments Time Motivation Having no childcare.

Where I want to be?	Getting there?	How will I measure success?
Become Business owner	• Improve my skills • Study • Make business Plan	• Build my skills • Understand Leadership

		• Improve my work ethic.
Own my own Home	• Work Hard • Financial Support	• Build a plan • Promotion at workplace
Own my own Car	• Work hard • Financial Support	• Learn to drive • Motivation • Push

Where I want to be?	Getting there?	How will I measure success?
Own my own business	• Financial support • Promotion • Study • Business plan	• Gaining promotion • Family support • Motivation
Owning my own home	• Money • Promotion • Set goals	• Money

External barriers

Childcare	Car	Family
Finacial situation	Time	Motivation

Internal barriers

Motivation	Childcare	Work ethic
Time	communications	Failure

External Barries

Childcare	Car breaking down	Failure
Finacial Situation	Motivation	Family

Internal barriers

Motivation	Family commitments	Failure
communications	Finacial support	Confidence

My barriers are I don't have a car to drive back and fourth and also have that freedom and child care is my main situation as my son is autistic and I struggle with him to be around people as he finds it hard and it get to much for him so selected people but all depends on what mood he is that day.

Do my test to be able to get around and also have a car and childcare to be able to have a person that can look after my children including my autistic son with his needs I also have 3 other children two step children and a son and its managing a balanced life for them and also myself so its hard especially when they rely on you on a daily basis as I am the first person they will turn to.

Effort I want to be able to own my own home but finically I cant and its restricting me from owning one. With needing promotion or pay rise to invest and save my money same with if wanted to own my own business needing that finical support. Childcare is when my son is in school within them hours but then I

work so its hard with no family support and if im unable to have that in pace it would restrict me with work and studies.

Section 2: Know how to develop self & others to achieve organisational objectives

To achieve success must be well organized, Be Creative.

Listening to one another would be to improve skills, growth in areas that are weak.

By listening to one another and the people around you in workplace and throughout.

Developing by courses, teamwork, leaderships, and effective communication skills.

Managing family life, work life.

Setting goals in place to achieve and adjusting and having routine and reviewing the goals set in place every 6 months to see if there is improvement.

To achieve success must be well organized, Be Creative.

Always listen to your team members within the workplace for improvements and criticism. Also Make communication a priority Engage with one another and encourage feedback

2.2 Identify support mechanisms for the development of self & another

Always have a family support unit within your life to have the help and motivation of them

Having supportive friends around you and always encouraging one another and giving the criticism

that you need to hear to improve in certain areas of your life such and helping one another to improve with Communication or other learning skills you need.

Having the motivation with the workplace and studies and to be able to fall back but come back with better and improve and having good work ethic but development is key to yourself to see growth.

2.3 Prepare development plans for yourself and another person

Person 1

What do I want to learn?	What do I have to do?	What support and resources will I need?	How will I measure success?	Target Date for Review
Learn how to drive	Theory test Driving lesson	Money Time	Driving licences A car	6 months
Own my own business	Business plan Set goals	Money Plan	Becoming manager Setting goals Plan	12 months
Buy My home	Mortgage	Money	Owning my own home No mortgage out right.	12 months

Personal Objectives

Short Term Goals (next 12 months)
Owning my own home Learning to drive Owning my own business
Medium Term Goals (2-3 years)
Developing my business expanding from owning one. Teaching people
Long Term Goals (3-5 years)
Owning one or more properties one for myself and also my children. Successfully Branded my own product's. Being able to work from home with income of my business running.

Person 2

What do I want to learn?	What do I have to do?	What support and resources will I need?	How will I measure success?	Target Date for Review
Owning my own business	Aim to be manager Pay rise	Money	Having my own business and money	6 months
Owning a home	Having my own home	Money	Having my own home.	12 months

Personal Objectives

Short Term Goals (next 12 months)
Owning my own home

Medium Term Goals (2-3 years)
Owning own business
Long Term Goals (3-5 years)
Owning to business And numerous of homes.

2.4 Method used to monitor the development of self & another.

Developing oneself and others is a crucial aspect of personal and professional growth. It involves identifying gaps in one's skills and knowledge, making plans to develop them, and taking time to achieve development objectives. One can also listen to and act on feedback from colleague and give feedback.

Track one another progress by reviewing every 6 months to 12 months. And see if you have achieved you goals or have not achieved you goal and what to set in place to. Always have a plan in place when it comes to monitoring or developing your goals write charts for weekly improvements.

Time and patience are key for successful long-term goals within yourself.

References

Honey Mumford
Vark
Tom burns and Sanda sinfeild
Edward d hess
Edward broadbent

Curriculum Vitae

Kayleigh Rees

Kayleighrees98@gmail.com

I am a hardworking and confident individual, with effective communication and organisation skills.

I enjoy working with others and have excellent interpersonal skills. Having worked in many roles with young, and older people I am confident in adapting to different situations and enjoy a challenge. I am very keen to learn new skills and hope to broaden my knowledge and experience of working

in both retail as well as Leisure. I achieved Level 2 working in a hair salon and enjoyed the varying roles that I took on. This apprenticeship enabled me to build my confidence working with people and enhance my skills working in a professional capacity.

Work Experience

Hair Stylist & Beaution

Primo Taghio - Swansea September 2018 to August 2019

taking bookings, handling till, selling products, time keeping with clients that are booked in.

Shop Assistant

Premier - Swansea September 2017 to June 2019

Working in a store I had to serving customers, managing till, stocking up on food/drinks. Using my communications skills.

Beauty therapist

Glitz and Glamour - Swansea September 2017 to March 2018

Doing variety of treatments such as waxing, threading, eyelashes, eye lashing perming etc. As being in the beauty industry I was responsible for handling money being a good team worker and facing clients on day-to-day basis.

Telesales

Esu's - Swansea

September 2017 to March 2018

My job was contacting customers on behalf of the company regarding there ppi deadline and offer a free check, having effective communication with the customer and knowing how to handle difficult customers.

Waitressing and Bar Work

Angis Cafe

May 2016 to September 2017

Whilst waitressing for Angis cafe i was Handling customers on daily basis, taking orders, and handling money.

Level 1&2 Hairdressing

Adele Eades salon 2013 to 2014

Whilst working in a salon full time my responsibilities included managing clients' books, stock checking, money handling as well as customer service.

Care Assistant

Hawthorn care - Swansea September 2019

Being a care assistant with people who have dementia and mental health my role was to ensure all patients are cared and looked after...

- one by one taken out of bed to be showered/dressed. • served food.
- Taking them to bathroom.
- Making sure there ok while in your care.
- Report all incidents in a book if anything had happened under your care.
- Torightallreportsfor20patientsofhowtheredayandifthereanyconcernstomakeootherstaffaware. • To ensure they are settled in bed with a change of clothes.
- sign off for the next staff to take care of the patient.

Education

PentreHafod Comprehensive School

September 2000 to June 2013

Skills

- Time management (4 years) • Money Management (4 years) • Communication skills (4 years) • Customer Service (4 years)

- Client Management (4 years) • Call Center

- Customer Service

- Telemarketing

- Telesales

- Telephone

- Cold Calling

- Revenue Growth

- Bilingual

- Hairdresser

Qualification

NVQ Level 1

June 2013

NVQ Level 1 Hairdressing

NVQ Level 2

June 2016

NVQ Level 2 Beauty therapy

NVQ Level 3

June 2018

NVQ Level 3 Beauty therapy

Appendix B Continuous Professional Development Record

CPD

ⁱ Neil Fleming's VARK model is one of the most popular. Fleming introduced an inventory in 1987 that was designed to help students and others learn more about their individual learning preferences.