

Applied Leadership and Management in the Workplace

Module Assignment Submission

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Statement of Confirmation of Authenticity

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

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Introduction.

During this assignment we have learnt how to recognise and develop different learning styles as these are all very important as everyone has a unique way of learning and everyone learns different ways of learning.

Section 1: Know how to identify development needs

To be able to identify different development needs you will first need to learn what these needs to do this, examine or future job requirements and decide what attitudes are needed and what skills are needed and involved and also what knowledge is required.

1.1 Identify learning styles for self and another.

I am going to identify different leaning styles for myself and my partner through some simple yet proven methods. After doing my research on the Vark method I have found that there are 4 main leaning styles

>visual which means visual learners learn by sight.

<Auditory which means auditory leaners learn more by hearing and listening.

<Reading writing which means leaners will learn best from reading and writing.

>Kinaesthetic leaners will learn best by touch.

These techniques will all reflect on which activities you tend to prefer when studying to determine which learning style you tend to use.

From Appling the VARK method I am a Auditory learner which means for me I know I learn best from listening to others and or writing that information down helps me to remember/ I also benefit more from oral instructions, either from my self or my teacher.

Honey and Mumford.

The honey and Mumford learning style is unique in identifying the simple ability's for a student to have a better understanding of themselves and their learning style. From applying this to my self I now know I am a moderate pragmatist. I think this is correct as I learn better from a hands on approach. I also like trying out new ideas even if they might nit work.

Their work is inspired by and built upon Kolbs learning styles model. However they have produced their own learning styles questionnaire LSQ, because it was found that Kolbs LSI has a low validity with some managers.

1.2 Use a simple technique for identifying development needs for self & another

SWOT analysis is a planning tool which seeks to identify the strengths, weaknesses and opportunities and threats involved in a project or organization. It can also help you to understand your employees and employer better by recognising different things.

A SWOT analysis is designed to facilitate a realistic, fact-based, data-driven look at the strengths and weaknesses of an organization, initiatives, or within its industry. The organization needs to keep the analysis accurate by avoiding pre-conceived beliefs or gray areas and instead focusing on real-life contexts. Companies should use it as a guide and not necessarily as a prescription.

“Learning requires overcoming our humanness. Learning involves a diverse set of operations, including perception of stimuli, attention, encoding, pattern matching or recognising short and long term memories, recall, training, feedback, practice and managing emotions and ego..” (Edward d. hess, 2014, p13).

SWOT Person 1	
STRENGTHS I am a harder worker I can work well on my own and as a team. Im independent and strong minded I'm a honest person I have a positive attitude towards work and reaching my goals. Full uk driving liscence	WEAKNESSES Poor time keeping skills I don't have any proper quillifications I am not very good with IT skills
OPPORTUNITIES To be able to increase my hours in work which in time will help me gain a lot of other skills in different places to be able to better myself.. To carry on my IT course and hopefully be able to use a computer to be able to make better changes to my work and home life...	THREATS Childcare for my three beautifull children... Failing my course again as it just puts you back in life...

SWOT Person 2	
STRENGTHS Im a hard worker.. Im honest and reliable I am respectful towards others.	WEAKNESSES I find it very hard to write essays I find it hard to concentrate on some tasks and don't understand big words.

I can work well on my own or as part of a team..	I am deaf and have a mild hearing loss in both ears..
OPPORTUNITIES Try to improve my skills and knowledge in a few different areas If I attend all my classes I should be able to get a lot of useful information from my teacher to be able to help me in my further studies.	THREATS My hearing can sometimes let me down as it can get worse... I am self-employed and my business is in danger due to the economic crisis

Gap Analysis person 1

Where we are now	How we are going to get there	Future goal
Part time work	Hard work and determination	Full time hours in work
Realising that it's not too late to learn new things and skills in life	I'm currently enrolled and enjoying my management course, I'm trying to use the resources available to me like the library to help with my reading skills and my IT	To be able to expand my business and working hours also be able to upgrade my work equipment which in turn will help me to improve the

	course which in the future will help me in a few different aspects of my life	need to develop my health and safety skills
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Gap Analysis person 2

Where we are now	How we are going to move on	Future goals
Finds it hard to concentrate	By keeping a diary of learning needs that crop up during my learning time	To be able to focus on the task in hand
Finds essay writing hard	To break my essays up into manageable sections	To be able to write an essay and hopefully pass.

In [management](#) literature, **gap analysis** involves the comparison of actual performance with potential or desired performance. If an organization does not make the best use of current resources, or forgoes investment in [capital](#) or technology, it may produce or perform below an idealized potential. This concept is similar to an economy's production being below the [production possibilities frontier](#).

“There are two key concepts that contribute to self-confidence; self efficiency and self-esteem. Self efficiency is related to a specific type of work, and it’s the self confidence that comes from doing it well”. (Manktelow, and Birkinshaw J,M 2018) p36,

1.2 Identify potential barriers to learning for self and another.

Person 1

My external barriers are;

I want to make my business I success but I need more skills to be able to achive a strong relationship with my employees.

My business is more hands on. So I haven't written for a while.

My confidence and business has had a massive knock since covid hit.

My internal barriers are;

My hearing in a big part of my life

Lack of self believe and scared im not going to succeed

Person 2

My external barriers are:

I'm trying to study and work and raise a busy family.

I can only work part time so cant earn a lot of money.

Childcare will always be an issue

I have no qualifications and haven't worked since have my family so my c.v look s awful

My internal barriers are;

I don't have any qualifications so this makes me look and feel like I haven ttried much

I will never earn enough money

Self belief

Really bad IT skills.

1.3 Explain how these barriers to learning can be overcome.

1.4 Person 1

To try and work on my external barriers I am going to try take more time for my studies as I have come to realise that for me with no qualifications I will never be able to be able to make the money I need to raise my family with the hours available to me and my current job.

I am also going to persist in my IT course as this will help me with a few aspects of my life in work and around the house.

I am also going to start keeping a journal as this will show me where I have started to make changes or that I can where there is room to improve.

I am also going to start asking my team for feedback regular as I think this will have a positive outcome for us.

PERSON2

Try and keep applying time keeping methods to myself and my work life on a daily basis.

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

In order to achieve organisational goals, you must know the strengths, weaknesses and the capabilities of those within the team. This can be done by first, showing commitment to own development and also by supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the team or organisation.

2.1 Analyse learning/development options to meet needs of self & another.

By asking for regular feedback

Asking staff to keep personal journal of what they think can be improve or worked on

Maybe learn a bit about the other person based upon our learning styles test results as everyone has different views and options.

2.2 Identify support mechanisms for the development of self & another

82.3 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
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How to run a successful business	Hard work Determination and try to learn and develop new skills	My laptop Support from my work colleagues	When I can expand or grow my hours	6 months
Hand in my essay on time and try to complete it to the best I can	Listen well in class Take notes Leave my self time to write it properly	My laptop My uni teams support	When I feel comfortable handing my essays in	Next assignment

Personal Objectives

Short Term Goals (next 12 months)
< to finish and hopefully pass my IT course < to hand in all my assignments in on time and hopefully pass <to be able to increase my hours in work.
Medium Term Goals (2-3 years)
<to hopefully be in full time work <to have graduated in my business and management course
Long Term Goals (3-5 years)
< to hopefully be running my own business <to be successful and independent.

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
To be able to use different resources available to me	I can access many different resouresce through my work amd study place	Library , internet , research,	Being able to write a full essay	2024
To be able to improve my IT skills		I am currently doing a online course	Being able to use my laptop to its full potential	2024

Personal Objectives

Short Term Goals (next 12 months)
<to be able to be hand in my assignments on time <to be able to use computers and use more resources available to me through work and my studies < to have made some change in my self towards my business
Medium Term Goals (2-3 years)
<to have been successful in my studies <to have been able to expand on my business hours for myself and maybe some more employees in the future
Long Term Goals (3-5 years)
< to have a full time successful business < to be able to have made a steady profit from my own business and be in a position to be able to expand

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

I think using SMART goals is a great way to set a action plan and stay on track. SMART goal which stand for specific, measurable, achievable, realistic and time based can make keeping track and progress and much more from being able to see any changes or room for improvement though maybe a tighter time scale than you would usually do as you have tried to set out all five as the aspects of your goal.

At this point you could also keep doing your journals as the improvement will be recorded through a different approach.

S.M.A.R.T. is a [mnemonic acronym](#), giving criteria to guide in the [setting of goals and objectives](#) that are assumed to give better results, for example in [project management](#), [employee-performance management](#) and [personal development](#). The term was first proposed by George T. Doran in the November 1981 issue of *Management Review*.^[1] He suggested that goals should be SMART (**s**pecific, **m**easurable, **a**ssignable, **r**ealistic and **t**ime-related).

[SMART criteria](#) - Wikipedia

References

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Appendix A Curriculum Vitae

CV

Im a very reliable, respectful, work and family driven hard working guy. I currently run my own part time window cleaning company which has become very

successful over the last few years. Although we took a hit from covid we are still a very strong team and the dedication and commitment from myself and my team has lead me near to a place where I can start looking in to expansion and hopefully employ some new team members.

Work experience, Education and career summary

I attended Pontardulais comprehensive school

1996-2000

COEA MATHS LEVEL A

AND ENGLISH LEVEL B

Beauford Road construction

2000- 2002

Gained healthy and safety on site certificate

Roles included practical line work and building walls,, pointing bricks and understand the right position of the walls and bricks etc,,

There was also a written part after every task which I struggled with and then didn't manage to finish my course

A1 window cleaning company

2002—2004

Was working as part of a team cleaning windows in local shops and offices. Roles included cleaning inside and outside windows. Maintaining this to a high standard also filling and emptying water containers which had to be done correct and safely .

Along side this was the customer service aspect as some times we where at private properties which require a level of respect and to provide the highest level of services we can.

2004—still on going

My very own part time business

I own and run a very proud self driven property maintenance team.

This has given me drive and more skills than I've learnt from anything else before.

Appendix B Continuous Professional Development Record

CPD