

## APPLY MANAGEMENT SKILLS

**UNIT CODE:** 0413 451 07A

**TVET CDACC UNIT CODE:** BUS/OS/HRM/CC/03/5/MA

### UNIT DESCRIPTION

This unit describes competencies required to effectively apply management principles in the workplace. It covers applying planning principles, organizing principles, directing principles and coordinating principles.

### ELEMENTS AND PERFORMANCE CRITERIA

| ELEMENT                                                           | PERFORMANCE CRITERIA                                                                                                                                                                                                                                                                                                                |
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| These describe the key outcomes which make up workplace function. | These are assessable statements which specify the required level of performance for each of the elements.<br><i><b>Bold and italicized terms are elaborated in the range.</b></i>                                                                                                                                                   |
| 1. Apply planning principle                                       | 1.1 Organizational <i><b>goals and objectives</b></i> are identified as per work procedure<br>1.2 <i><b>Work plans</b></i> are laid down based on work requirements<br>1.3 Monitoring of work progress is carried out based on planning factors<br>1.4 <i><b>Planning principles</b></i> are implemented based on work requirements |
| 2. Apply Organizing principle                                     | 1.5 Office goals and objectives are defined as per organizational procedure<br>1.6 Office tasks and responsibilities are assigned based on work requirements<br>1.7 Monitoring of progress is carried out as per organizational procedure                                                                                           |
| 3. Apply directing principle                                      | 3.1 Orders and instructions are laid out to subordinates as per organizational procedure                                                                                                                                                                                                                                            |

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|                                 | 3.2 Supervision of office staff is carried out as per work requirement<br>3.3 Exchange of opinions and ideas is carried out as per organization needs                                 |
| 4. Apply coordinating principle | 4.1 Work schedules are created as per organizational procedure<br>4.2 Individual roles are defined as per work requirements<br>4.3 Teams are rewarded as per organizational procedure |

## **RANGE**

This section provides work environment and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

| Variables                                                  | Range                                                                                                                                                                                                                                                                                                                                                       |
|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Goals and objectives may include but not limited to:    | May include but not limited to: <ul style="list-style-type: none"> <li>• Innovation and adaptability</li> <li>• Customer satisfaction</li> <li>• Employee engagement and development</li> <li>• Achieve sustainable growth</li> <li>• Ensure financial growth and profitability</li> <li>• Identify opportunities for growth and diversification</li> </ul> |
| 2. Work plans may include but are not limited to:          | <ul style="list-style-type: none"> <li>• Creating timelines</li> <li>• Break down the project into specific tasks</li> <li>• Identifying resources required</li> <li>• Identifying potential risks and challenges</li> <li>• Process for seeking approvals</li> </ul>                                                                                       |
| 3. Planning principles may include but are not limited to: | <ul style="list-style-type: none"> <li>• Vision and mission</li> <li>• Data-driven decision making</li> <li>• Flexible plans</li> <li>• Transparency in decision making</li> <li>• Fair and equitable decision making</li> </ul>                                                                                                                            |

## **REQUIRED SKILLS AND KNOWLEDGE**

This section describes the skills and knowledge required for this unit of competency.

## Required Knowledge

The individual needs to demonstrate the following knowledge of:

- Principles of management
- Research
- Financial Accounting
- Commercial Law

## Required Skills

The individual needs to demonstrate skills of:

- Communication
- Analytical
- Evaluation
- Management
- Problem solving
- Time management
- Data collection
- Numeracy
- ICT
- Entrepreneurship
- Occupational health and safety
- Environmental literacy

## EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

|                                  |                                                                                                                                                                                                                                                         |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.Critical Aspects of Competency | Assessment requires evidence that the candidate:<br>1.1 Laid down work plans based on the requirements<br>1.2 Carried out monitoring of progress as per organizational Procedure<br>1.3 Carried out supervision of office staff as per work requirement |
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|                                        |                                                                                                                                                                                                                                                                                       |
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|                                        | 1.4 Created work schedules as per organizational procedure                                                                                                                                                                                                                            |
| 1. Resource implications               | <p>The following resources should be provided:</p> <p>1.1 Appropriately simulated environment where assessment can take place.</p> <p>1.2 Access to relevant work environments where assessment can take place.</p> <p>1.3 Resources relevant to the proposed activities or task.</p> |
| 2. Methods of Assessment               | <p>Competency in this unit may be assessed through:</p> <p>3.1 Practical</p> <p>3.2 Projects</p> <p>3.3 Poe evaluation</p> <p>3.4 Third party reports</p> <p>3.5 Written tests</p>                                                                                                    |
| 3. Context of Assessment               | 4.1 The competency may be assessed in a workplace or a simulated workplace                                                                                                                                                                                                            |
| 4. Guidance information for assessment | 5.Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.                                                                                                                                                                        |