

MANAGEMENT SKILLS

UNIT CODE: 0413 451 07A

TVET CDACC UNIT CODE:

Duration of unit:60hrs

Relationship to occupational standards

This unit addresses the unit of competency: Apply Management Skills.

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.

Learning outcomes

	ELEMENTS	DURATION (HOURS)
1	Apply planning principle	15
2	Apply organizing principle	15
3	Apply directing principle	15
4	Apply coordinating principle	15
	Total	60

Learning Outcomes, Content and Suggested Assessment Methods

Learning Outcome	Content	Suggested Assessment Methods
1. Apply planning principle	Goals and objectives 1.1.1 Innovation and adaptability 1.1.2 Customer satisfaction 1.1.3 Employee engagement and development 1.1.4 Achieve sustainable growth	• Interviews • Written assessment • POE • Practical assessment • Project • Third party report

	1.1.5 Ensure financial growth and profitability 1.1.6 Identify opportunities for growth and diversification 1.2 Work plans 1.2.1 Creating timelines 1.2.2 Break down the project into specific tasks 1.2.3 Identifying resources required 1.2.4 Identifying potential risks and challenges 1.2.5 Process for seeking approvals 1.3 Monitoring of work progress 1.4 Principles of planning 1.4.1 Vision and mission 1.4.2 Data-driven decision making 1.4.3 Flexible plans 1.4.4 Transparency in decision making 1.4.5 Fair and equitable decision making 1.5 Steps in planning process 1.6 Barriers to planning 1.7 Guidelines to avoiding barriers 1.8 Management by objectives 1.9 Types of plans 1.9.1 Tactical plans 1.9.2 Strategic plans 1.9.3 Operational plans	
2. Apply organizing principle	2.1 Office goals and objectives 2.2 Office tasks and responsibilities 2.3 Monitoring of progress	• Interviews • Written assessment • POE

	2.4 Process of organization 2.5 Organizing components 2.6 Authority and responsibility 2.7 Organization structures 2.7.1 Product line structure 2.7.2 Matrix structure 2.7.3 Geographical-based structure 2.8 Delegation 2.9 Centralization and decentralization 2.10 Principles of organization	• Practical assessment • Project • Third party report
3. Apply directing principle	3.1 Orders and instructions 3.2 Staff Supervision 3.3 Exchange of opinions and ideas 3.4 Characteristics of successful leaders 3.5 Leadership roles 3.6 Theories 3.7 Leadership styles 3.7.1 Bureaucratic leadership 3.7.2 Charismatic leadership 3.7.3 Situational leadership 3.7.4 Autocratic leadership 3.7.5 Communication structures	• Interviews • Written assessment • POE • Practical assessment • Project • Third party report
4. Apply coordinating principle	4.1 Work schedules creation 4.2 Roles and responsibilities 4.3 Rewards and recognition	• Interviews • Written assessment • POE • Practical assessment • Project • Third party report

Suggested Methods of Instruction

- Demonstration

- Practical work by trainee
- Fieldwork and benchmarking
- Group discussions
- Role plays
- Case studies

Recommended Resources for 30 trainees

S/No.	Category/Item	Description/ Specifications	Quantity	Recommended Ratio (Item: Trainee)
A	Learning Materials			
1.	Charts	• Flip Charts • Rules and Regulations	5	1:6
2.	External Storage Media	Flash disks, Compact Disks; Re-Writable	5	1:6
3.	Smart board (Where Applicable)	LCD or projector	1	1:30
4.	Whiteboard	Glass, melamine, porcelain	1	1:30
B	Learning Facilities & Infrastructure			
1.	Lecture/Theory Room	(9* 8 sq. metres)	1	1:30
2.	Internet Connection	System	1	1:30
C	Consumable Materials			
1.	Markers	Whiteboard markers and permanent Markers	5	1:6
2.	Printing Papers	Sizes A4, A3, A2 etc	5 reams	1:6
D	Tools And Equipment			
1.	Desktops	Any model	30	1:1
2.	Printer	Inkjet, LaserJet	2	1:15

3.	Computers Software:	•Windows/Linux/Macintosh Operating System •Microsoft Office Software •Google Workspace Account - Antivirus Software	1	1:1
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References

- Organization operating procedures
- Industry/workplace codes of practice
- Cooperative societies act
- Sacco societies act
- Text books
- Cooperative society journals
- Magazines
- E-learning resources
- Occupational standards