**CHECKLIST – UNDERSTANDING LEADERSHIP**

| SUGGESTED WORD COUNT RANGE: 3,600-4,200* | |
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| **Learning outcome, section 1:** Understand leadership styles | |
| **Assessment criteria (AC)** | **How to pass notes** |
| AC 1.1<br>Describe the factors that will influence the choice of leadership styles or behaviours in workplace situations.<br><br>*In other words, describe different factors (for example, experience, risk, time pressure) that will influence a manager when choosing each of the different styles.* | ☐ Introduce the leadership styles model and briefly describe the four styles (directing, mentoring, supporting and enabling).<br>☐ Describe in detail at least two factors that would influence which leadership style a manager would choose in given situations. Say why the manager would choose this leadership style.<br>☐ Link your factors to workplace situations. |
| AC 1.2<br>Explain why these leadership styles or behaviours are likely to have a positive or negative effect on individual and group behaviour.<br><br>*For both groups and individuals explain how each leadership style can positively or negatively impact behaviour.* | ☐ Explain **why** each leadership style is likely to have a positive **and/or** negative effect on individuals' behaviour.<br>☐ Explain **why** each leadership style is likely to have a positive **and/or** negative effect on **group** behaviour.<br>☐ Ensure you include specific behaviours as an effect, rather than describing the feelings of individuals and teams.<br>☐ Ensure your answers for the effects on groups and individuals are distinctly different. |
| **Learning outcome, section 2:** Understand leadership qualities and review your own leadership qualities and potential | |
| **Assessment criteria (AC)** | **How to pass notes** |
| AC 2.1<br>Assess your own leadership behaviours and potential in the context of a particular leadership model and your own organisation's working practices and culture, using feedback from others. | ☐ Assess which leadership styles you use effectively and where you could improve your use of one or more of the leadership styles. (Refer to and analyse your leadership style questionnaire results.)<br>☐ Include feedback from at least two colleagues on how well they think you use the leadership styles. The feedback must be related to the leadership model, not general leadership and management abilities. Analyse this feedback and discuss how it |

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| | relates to your self-analysis and/or questionnaire results. A survey to share with colleagues is available on request.<br>☐ Outline and assess how your leadership behaviours fit within your company's working practices/culture/mission/values. Are they a good fit? Is there room for improvement? Again, this must be related to the leadership model. |
| **AC 2.2**<br>Describe appropriate actions to enhance your own leadership **behaviour** in the context of the leadership model. | ☐ Describe at least two actions to enhance your own leadership behaviours in the context of the leadership model you have used.<br>☐ Describe what you will do, by when and how you will measure if you are successful. Using the SMART model will help.<br>☐ Make clear which leadership style each action refers to and *how* it will help you to make improvements in your use of the leadership style.<br><br>Note: Actions are different to goals or objectives, for example:<br>**Goal** – Improve my use of the mentoring style.<br>**Action** – I will ask colleagues how they think work should be carried out, rather than just answering questions and telling them outright. |

**Verb guide**
The verbs below are used in questions and will guide you on the level of detail required in your answer.

| Identify | Describe | Explain | Assess |
|---|---|---|---|
| List the topic(s) or issue(s) and provide a supporting sentence to expand on them and add extra detail. | What something looks like, for example, its key features. | A description of the topic with a detailed justification of how and why these things are achieved. | Making a judgement based on a set criterion supported by objective evidence. |

**\*Assignment word count**

Your assignment should be between 3,600 and 4,200 words. You may go over this amount to reach a maximum total of 5,040 words.

**Please note:**
• 	If your assignment is longer than 5,040 words you will be requested to shorten it.
• 	If your word count is significantly below 3,600 words it is unlikely that you have included enough detailed information to pass.
The word count guidelines aim to ensure focus and clarity in your writing and help you judge how much detail you need to include.