

## CHECKLIST– DRIVING ORGANISATIONAL FOCUS AND EFFICIENCY (MANAGING FOR EFFICIENCY AND EFFECTIVENESS)

SUGGESTED WORD COUNT RANGE – 7,300-8,350*	
Learning Outcome / Section 1: Be able to assess the organisation's ability to manage efficiently and effectively to achieve targets and objectives.	
Assessment criteria (AC)	How to pass notes
<p>AC 1.1</p> <p>Assess your organisation's ability to translate vision, mission and strategic goals into operational objectives with realistic and measurable targets.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Discuss your organisation's vision, mission, strategic goals, etc. If your organisation doesn't have any, discuss why this is and the impact of not having any.</li> <li><input type="checkbox"/> Explore how your organisation develops operational objectives from the vision, mission, etc. Again, if your organisation doesn't have any, explore how organisational objectives are reached.</li> <li><input type="checkbox"/> Use at least three criteria, on which you'll base your assessment. T</li> <li><input type="checkbox"/> Examine the targets that are derived from the organisational objectives to establish how realistic and measurable the targets are.</li> <li><input type="checkbox"/> Most importantly, make an assessment as to <i>how well</i> all the above is carried out. You must reach an overall judgement backed up with examples from your own workplace to explain how and why you have reached your conclusion.</li> </ul>
<p>AC 1.2</p> <p>Assess your organisation's ability to efficiently and effectively delegate responsibilities for the achievement of targets and objectives.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use at least three criteria, on which you'll base your assessment.</li> <li><input type="checkbox"/> Use these criteria to discuss how efficiently and effectively your organisation delegates responsibility for achieving targets/objectives from senior management to individual objectives.</li> <li><input type="checkbox"/> Most importantly, examine efficiency and effectiveness separately. These terms shouldn't be used interchangeably.</li> <li><input type="checkbox"/> Identify areas of strength and areas for improvement, supported by examples.</li> <li><input type="checkbox"/> Reach an overall conclusion about your organisation's ability, either positive or negative against your chosen assessment criteria.</li> </ul>

<p>AC 1.3</p> <p>Assess the efficiency and effectiveness of control methods used to monitor the achievement of targets and objectives in your own area of responsibility.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use at least three criteria, on which you'll base your assessment.</li> <li><input type="checkbox"/> Identify and discuss the control methods used to monitor the achievement of targets/objectives that are within your own area of responsibility in your organisation.</li> <li><input type="checkbox"/> Use your criteria and examples to make some judgements as to the overall effectiveness and efficiency of the control methods.</li> </ul> <p>It's important to directly refer to <i>effectiveness</i> and <i>efficiency</i>. This can't be substituted with an assessment of how 'well' the control methods are used.</p>
<p>AC 1.4</p> <p>Implement improvements to organisational efficiency and effectiveness in your own area of responsibility.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify a minimum of three improvements that are, or are currently being, implemented within your area of responsibility in your organisation.</li> <li><input type="checkbox"/> State how these improvements are linked to organisational efficiency and effectiveness.</li> <li><input type="checkbox"/> Explain <i>how</i> these improvements have helped to improve efficiency and effectiveness.</li> <li><input type="checkbox"/> Provide at least implicit evidence that these improvements have been, or are being, made.</li> </ul>
<p><b>Learning Outcome / Section 2: Be able to evaluate own ability to manage efficiently and effectively.</b></p>	
Assessment criteria (AC)	How to pass notes
<p>AC 2.1</p> <p>Evaluate your own ability to manage effectively and efficiently.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Use at least three criteria, on which you'll base your assessment.</li> <li><input type="checkbox"/> Provide examples of occasions when you either have or haven't managed effectively and efficiently.</li> <li><input type="checkbox"/> Use these examples to reflect on what went well and what you might improve on.</li> <li><input type="checkbox"/> Provide at least limited or subjective evidence/feedback to justify your evaluation.</li> <li><input type="checkbox"/> Use all of the above information to reach a conclusion and make some recommendations on where you might need to improve your efficiency and effectiveness.</li> </ul>

AC 2.2 Implement changes in your own management style to manage more efficiently and effectively.	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify a minimum of three improvements that have been, or are being, implemented to manage more efficiently or effectively.</li> <li><input type="checkbox"/> State how these improvements are linked to your areas for improvement from your evaluation in Q 2.1.</li> <li><input type="checkbox"/> Provide at least implicit evidence to suggest that these improvements have been, or are being, implemented.</li> </ul>
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<b>Verb guide</b> The verbs below are used in questions and will guide you on the level of detail required in your answer.				
Assess	Evaluate	Implement	Analyse	Review
Make a judgement based on a set criterion supported by objective evidence.	This extends further than assessment; conclusions need to be made with key evidence to support judgements and suggestions on how areas can be improved, e.g. recommendations.	Describe actions you will take to improve existing behaviour.	Critique existing practices within a given context.	Make a judgement of current practices in line with relevant theory, supported by examples and recommendations.

### \*Assignment word count

Your assignment should be between 7,300 and 8,350 words. You may go over this amount by up to 20% to reach a maximum total of 10,020 words.

#### Please note:

- If your assignment is longer than 10,020 words you will be requested to shorten it.
- If your word count is significantly below 7,300 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.