

This material is copyright of DCM Learning. All rights reserved. You may not, except with our express written permission, distribute or commercially exploit the content. Nor may you transmit it or store it by any other means or other forms of an electronic retrieval system.

Assessment 1: Project

# Task 1 of 3

## The People Management Cycle

Describe the six stages of the people management cycle using the headings below. For each stage of the cycle, you should be able to describe:

* What is involved in that stage and why it is important
* What tools and techniques you might use in that stage
* What practical steps you might take to make use of that stage at work

1. **Goal Setting** (15 marks, 300 words)
2. **Planning & Development** (15 marks, 350 words)
3. **Coaching and Training** (15 marks, 350 words)
4. **Delivering and Receiving Feedback** (15 marks, 300 words)
5. **Delegation** (10 marks, 300 words)
6. **Motivation** (10 marks, 300 words)

# Task 2 of 3

## Belbin’s Team Roles:

Explain Belbin’s Team Roles and how you might make use of them in your role as a people manager.

(10 Marks 300 Words)

# Task 3 of 3

## Communication Skills:

Discuss your understanding of active listening and questioning skills and how you might make use of them in your role as a people manager.

(10 Marks 300 Words)

**Bibliography & References**