**Please use BLOCK Letters and complete all sections of this form.**

This completed form is your declaration that this assignment is entirely your own work and all sources are credited. Plagiarised work will not receive a mark.

If you do not have a digital signature you may type your name in the learner signature field below.

|  |  |
| --- | --- |
| **Course Title:** | Effective People Management, QQI Level 6 |
| **Course Completion Date:** |  |
| **Tutor Name:** |  |
| **Learner Name:** |  |
| **Learner Email:** |  |

## **Declaration of Originality**

I declare that this assignment is entirely my own work and all sources are credited.

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**Learner Signature:**

**Date :**

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**Task 1: Learner Record Essay**

**Your learner record essay must for a minimum of 1,500 words, using the headings of the topics below. Your essay must reflect;**

* **What you have learned during the course and during your own research**
* **How you performed as a learner on the course and the delivery of the training that you undertook during the course**
* **How you will put what you have learned in to practice going forward.**

**A. Leadership/Management or Team Role - self assessment**

**B. Motivation or Delegation - understanding personal motivators and/or how delegation acts as a motivator**

**C. Communication Style - self assessment and how it impacts on others in an individual or team context**

**D. Managing Under-performance - SAID model or equivalent**

**A. Leadership/Management or Team Role - self assessment**

**(15 marks, 375 words)**

**B. Motivation or Delegation - understanding personal motivators and/or how delegation acts as a motivator**

**(15 marks, 375 words)**

**C. Communication Style - self assessment and how it impacts on others in an individual or team context**

**(15 marks, 375 words)**

**D. Managing Under-performance - SAID model or equivalent**

**(15 marks, 375 words)**

**Bibliography & References**