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Assessment 3: Assignment

**Task 1 (4 parts)**

Use what you have learned during the course to complete the tasks below.

For this assignment, it is important to show that you understand how to apply the course learning in a practical workplace context.

1. **Outline the main characteristics of a team and outline the measures you might put in place to accommodate various cultures, personalities and levels of experience on your team.**

(10 marks, 375 words)

1. **Explain what a Knowledge, Skills and Attitudes (KSA) audit is and discuss how you might use one to help you plan staff training, development and work allocation.**

(10 marks, 375 words)

1. **Identify at least one internal and one external leadership support (for example HR, professional bodies, state agencies) and discuss how these bodies help you to manage staff performance.**

(10 marks, 375 words)

1. **Describe two pieces of workplace legislation and outline how they impact your role as people manager. Discuss how they might be used to help manage staff performance.**

(10 marks, 375 words)

**Bibliography & References**