Unit 3: Principles of Management and Leadership in Organisations

Unit reference number: L/506/4478

Level 4: BTEC Professional

Credit value: 6

Guided learning hours: 20

Unit aim

This unit provides the learner with an understanding of the concepts of leadership and managerial effectiveness within organisations. The unit also provides an introduction to the principles and practices of managing the performance of individuals in organisations.

Unit introduction

In work you will often be called on to take your lead from senior people in the organisation and then use your own management and leadership skills to gain the buy in of others and achieve organisational objectives.

In this unit you will learn about management and leadership in organisations and how to interpret and use the key terms such as levels, leadership, management, responsibility and accountability, vision and values. You will also gain an understanding of how organisations develop managerial effectiveness through delegation and various methods of leadership development. You will go on to find out how workplace performance is managed through formal performance management schemes and also through coaching and mentoring and the use of effective communication.

Effective management and leadership ensures that all employees' efforts are working together and contributing to future success of the organisation.

Learning outcomes and assessment criteria

In order to pass this unit, the evidence that the learner presents for assessment needs to demonstrate that they can meet all the learning outcomes for the unit. The assessment criteria determine the standard required to achieve the unit.

On completion of this unit a learner should:

Learning outcomes	Assessment criteria
1 Understand the concept of leadership in organisations	1.1 Compare the different levels of leadership in organisations
	1.2 Compare the concepts of assigned leadership and emergent leadership
	1.3 Distinguish between responsibility and accountability in leadership
	1.4 Analyse the relationship between organisational vision, values and goals and leadership
2 Understand the development of managerial effectiveness in organisations	2.1 Describe the skills, attitudes and behaviours of effective leaders
	2.2 Analyse different models and styles of leadership used in organisations
	2.3 Analyse the practices of effective leaders and managers
	2.4 Evaluate the role of delegation and empowerment in managerial effectiveness
	2.5 Assess the impact of organisational structure, culture and climate on managerial effectiveness
3 Understand the principles and practices of managing the performance of individuals in organisations	3.1 Analyse the concept of performance management
	3.2 Analyse the main tools used in performance management in organisations
	3.3 Assess the value of mentoring and coaching in managing the performance of individuals in an organisation
	3.4 Evaluate the role of effective communication in managing the performance of individuals in an organisation