

UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS
Cambridge International Diploma in Management
Professional Level

MANAGING TEAMS

4174/01

4247/01

Core Module

Valid between 1 January 2004 and 31 December 2004

READ THESE INSTRUCTIONS FIRST

You should read the assignment carefully

It is important to complete the **Assignment Cover Sheet** when you have finished your work. You must complete the details and sign the declaration to confirm that the assignment is all your own work and your tutor must sign to verify that it is your own work.

The length of the assignment must be between 2000 and 3000 words.

This document consists of **2** printed pages.



Managing Teams – Core Module**Title: Teams that Deliver**

The assignment should be prepared in the form of a professional consultancy document that could be presented to the senior management of the organisation that the candidate works for. Candidates should **not** answer each section separately but rather present a coherent report encompassing all of the tasks given below.

Candidates are expected to draw on appropriate research, breadth of academic reading, application of theory to practice and presentation skills. The report should use the number of words as given on the front cover and have any necessary supplementary information attached in appendices.

1. Using a range of evaluation tools, assess the effectiveness of your team over the past year, in terms of meeting objectives and team morale.

Summarise your findings and clearly identify what went well and what went less well. Make a note of areas for improvement.

2. Now identify the work objectives for your team over the next year. Using these and the results of your team evaluation, make a note of the areas for development that will help your team to deliver the objectives. Highlight any potential barriers to effective teamwork that need to be addressed. Include in your analysis your own role as team leader and how this might be improved.
3. Summarise your findings in a short report, identifying strengths and weaknesses. Lead a team meeting to review your report and invite the team to make suggestions on how to address the identified needs.
4. Use your findings and the suggestions that you recorded from part 3 to devise development plans for yourself, team members and the team as a whole. Discuss these with the team and individuals and amend as necessary in the light of feedback.
5. Over an appropriate period, assess progress in line with the development plan, including an assessment of achievement of the team objectives.
6. Summarise your findings in a report that describes your vision of an effective team and shows how your team matches up to this and its value to the organisation as a whole. Share this report with your team and seek their comments. Incorporate the feedback into the report.
7. Present the report, together with the comments from the team, to your manager for comment. Add your manager's feedback to your assignment documentation.

You must include in your assignment all documentation, notes and materials generated from each stage as shown above.