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

PEOPLE DEVELOPMENT	4266/01
Optional Module	Valid between 1 January 2007 and 31 December 2007

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 no more than 4000 words. Marks will be deducted from assignments that exceed the word limit.

This document consists of **3** printed pages.

UNIVERSITY *of* CAMBRIDGE
International Examinations

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People Development – Optional Module

Title: A Focus on Continuous Professional Development

Your start point for undertaking this assignment is to familiarise yourself with the module syllabus and the associated assessment objectives and competence criteria so that your understanding and application of them will feature in your submitted report.

For this assignment you should work with your own organisation or one that is familiar to you. Describe the organisation, its purpose, products and/or services and the department or project you work for (or the department/project you have selected) and your involvement with it.

Briefly explain the strategic plans of your organisation and the role that your department or project plays in achieving these. Indicate how the development of people generally contributes to organisational success.

Describe your organisation's policies and procedures for people development. Indicate how these help to achieve the strategic objectives. Describe how people are developed in your department or project and your role in this (if any). Include a short explanation of how you address your own development needs.

Select at least two people in your department or project and, using a range of techniques, identify their development needs. Devise and agree personal development plans to address these needs. Monitor and support the progress of these individuals over a suitable period of time and review their and your progress in this. Summarise the progress made, then make and agree appropriate changes to the personal development plans.

Explain your understanding of training evaluation and describe how this is undertaken in your organisation, department or project. Critically comment on how effective this current approach is. Using a range of established evaluation techniques, evaluate training and development programmes in your organisation, department or project. On the basis of your evaluation results, make recommendations for how these training and development programmes should or should not be used in the future.

Describe how people learn and the different approaches that can be used to develop people. Explain your understanding of the concept 'the learning organisation'. Consider to what extent your organisation is a learning organisation. Review your organisation's approach to people development and compare it with the other approaches that you have identified. Evaluate your organisation as a learning organisation. Identify areas where your organisation could improve its approach to people development.

Write a report to an appropriate member of staff, making recommendations for improvements to the way in which the organisation approaches people development.

You must include in your assignment report all documentation, notes and materials generated from each stage of the study.

You are not expected to include confidential information on your organisation, its personnel or performance.

In writing the report, you should adopt an appropriate business format and show how knowledge and understanding of people development have been applied in line with the module syllabus. You should include in your report your research methodology.

At the start of your assignment report, indicate the number of words used, which should not exceed the maximum permitted total of 4000.