

cipd assessment activity essay sample



**ASSIGN
BUSTER**

Be able to perform efficiently and effectively as a self-managing HR professional. 3. Be able to perform efficiently and effectively as a collaborative member of working groups and teams and as an added-value contributor to the organisation.

All activities should be completed

You are employed as an HR Advisor by an organisation which has just acquired a new Chief Executive Officer (CEO) who has ambitious plans for the business. The new CEO has decided that certain employees, identified as future talent, should work with him on 6-month high-profile secondments, carrying out special projects to take the business forward. You have been chosen to lead one of these projects. The purpose of your project is to investigate the organisation's recruitment and selection processes to improve their cost-effectiveness and the quality of people they bring into the company, and enhance the level of new recruits' 'engagement' with the organisation. The new CEO wants to know how you will go about managing your project and has asked you to respond to the requests below. To impress the CEO you should refer to relevant models and theory within your response.

1. Given the purpose of the project and 6-month timeframe, devise a project plan, with objectives, activities, time-scales and deliverables, for your project.
2. Risk-assess your project for (at least two) potential areas where problems could arise and explain how you would identify and resolve these.
3. Identify a potential aspect of the project which may require creative thinking and explain how you would encourage this in your team.
4. Explain the steps you would take, as project leader, to help your team work together

effectively and how you would resolve any inter-personal conflicts. 5. Give at least two examples of how other people/team's political behaviour in the organisation could impact on the success of your project, and explain how you would apply the skills of influencing, persuading and negotiating to manage these situations and ensure your project stays on track. 6. Assuming that the project reveals several possible ideas for improving processes, explain how you will determine which of these to formally recommend to the CEO.

2. 2 Evidence to be produced/required

A report of approximately 2500 words, including the Project Plan, together with a list of cited references. The report should respond to all 6 points above and include reference to relevant models and theory.

Guidance for Assessors 5DPP (LO 2 & 3)

This guidance is for assessors only and should not be handed out to candidates.

To achieve a pass, candidates should produce work of approximately 2500 words, which reflects the guidance given below. In responding to this assignment, candidates should demonstrate a practical awareness of how to put skills and knowledge into practice, as well as their wider understanding of related models and theory. All sources should be supported by citations presented in the format that the centre determines.

Candidates should demonstrate, through application, an understanding of the basic techniques of project planning. They should produce a project plan, which reflects their understanding of the stages of a project, and which

includes, as a minimum (although not necessarily using these terms), objectives, activities, time-scales/milestones and deliverables.

Candidates should demonstrate an understanding of risk assessment within the context of project planning. They should identify at least two potential risks within their project, explain how these would be identified, and generate potential solutions for resolving them.

Candidates should identify at least one situation or aspect of the project where creative thinking might be required, and how, with reference to an appropriate theory, model or technique, they would encourage their team to respond to this.

Candidates should explain how they would help their team work together effectively, referring to a model of team or group dynamics which supports their intended approach, and at least one technique they could use for resolving conflict.

Candidate explanation should include at least two examples of ‘political behaviour’ and the potential impact these could have on their project.

Candidates should explain at least one method or technique they would use for each of: influencing, persuading, and negotiating with, others.

Candidates should demonstrate their understanding of decision making skills, explaining, with reference to a particular method or technique, how they would decide which recommendations to make.