

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

MANAGING TEAMS

4174/01

4247/01

Optional Module

Valid between 1 January 2005 and 31 December 2005

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 3000 words.

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



Managing Teams – Optional Module

Title: Team Building for the Future

Your start point for undertaking this assignment is to familiarise yourself with the syllabus for this module and the associated assessment objectives and competence criteria.

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).

Describe the staffing structure in your organisation, the role that teams play in meeting objectives, the types of teams and how these are formed and developed. Describe how teams communicate with other teams in the organisation.

Make a list of the characteristics that you believe make effective teams.

Using a range of analytical tools, evaluate the effectiveness of some or all of these teams (depending on the number of teams in your organisation) against the characteristics you have listed and comment on how effective the teams are in achieving their objectives. Summarise your findings, highlighting associated strengths and weaknesses.

Make a list of the characteristics of an effective team leader and assess yourself against these. Seek structured feedback from your team members on how they believe you are performing against your identified characteristics. Summarise your findings, identifying your strengths and weaknesses and create a personal development plan set against an appropriate time line.

Using all the information you have collected, devise a plan for developing your team. Your plan must include techniques for monitoring and evaluating progress.

After a suitable period of time, review progress in line with your personal and team development plans, obtaining structured feedback from relevant others as part of this review. Write a short report summarising how you have built the team and established effective team working and your contribution to the results, based on your leadership skills.

Reflect on your work and write a short report to your manager summarising how effective team working contributes to the overall efficiency of the organisation. Make recommendations for changes that could be made and describe how other teams could benefit from your experience.

You must include in your assignment 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 managing teams have been applied in line with the module syllabus.

Indicate the number of words used at the start of your assignment report.