**Diploma of Management**

Short Answer Booklet

All of the below questions appear in the Diploma of Management course. You can choose to complete your answers in this document and copy and paste them across. This allows you to have a permanent record, track your progress and continue to work even without an internet connection. You are still required to submit through the online system.

Don’t forget, there are also Templates, Reflective Pieces, Quizes and Action Plans that need to be completed.

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| **Welcome and Getting Started:** |  |
| **Question:** | **Your Response** |
| **FACILITATING WORKPLACE TEAMS**What experience have you had motivating, mentoring, coaching & managing a team. This can be in your current or previous roles, or even outside the workplace. |  |
| **PROVIDING LEADERSHIP IN THE WORKPLACE**(Decision making, communication processes, establishing & maintaining standards & workplace culture/image)Leadership happens at all levels, how have you been able to lead in your current or previous workplace? |  |
| **ESTABLISHING EFFECTIVE WORKPLACE RELATIONSHIPS**(Networking, conflict resolution, problem solving & managing different interpersonal styles)How do you create and manage relationships in your current or previous workplace? |  |
| **MANAGING PERSONAL WORK PRIORITIES AND PROFESSIONAL DEVELOPMENT**(Establishing, prioritising and acting on professional goals. Assessment and review of those goals)What tools have you used to help you manage your workload? |  |
| **ESTABLISHING AND MANAGING THE RECRUITMENT, SELECTION & INDUCTION PROCESSES**(Outline experience you have had with these processes from identification of a need to selection & induction of a successful applicant)Even if you haven't had much experience in recruitment and selection, everyone is involved in the induction process. When someone joins the company and you welcome them you have influenced their induction. |  |
| **BRIEFLY EXPLAIN YOUR LEADERSHIP STYLE:**(Use whatever terms, descriptions etc. you like) |  |
| **WHAT DO YOU BELIEVE YOU CURRENTLY DO WELL IN YOUR LEADERSHIP ROLE**What do you believe you currently do well in your leadership role?       |  |
| **ARE THERE SPECIFIC SKILLS AND ABILITIES YOU WOULD LIKE TO IMPROVE ON THAT WOULD ASSIST YOU IN BECOMING A BETTER LEADER?**Are there specific skills and abilities you would like to improve on that would assist you in becoming a better leader? |  |
| **WHAT ARE YOUR CURRENT PERSONAL AND PROFESSIONAL NETWORKS THAT COULD ASSIST YOU IN YOUR LEADERSHIP ROLE?**What are your current personal and professional networks that could assist you in your leadership role? |  |
| **WHAT NETWORKS (INTERNAL AND EXTERNAL) AND ASSOCIATIONS WOULD YOU LIKE TO EXPLORE FOR FUTURE MEMBERSHIP THAT WOULD ASSIST YOU IN YOUR ROLE?**What networks (internal & external) and associations, would you like to explore for future membership that would assist you in your role? |  |
| **AS A LEADER IT IS IMPORTANT THAT YOU HAVE THE SKILLS AND ABILITY TO RELATE TO PEOPLE FROM A RANGE OF SOCIAL, CULTURAL AND ETHNIC BACKGROUNDS AND PHYSICAL MENTAL ABILITIES.**Briefly outline your experience in dealing with a diversity of people and what further skills you would like to acquire. |  |

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| **Module 1** | **Question** | **Your Response** |
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| **DOM 1.01A** | Select your type from the options below then click *Submit,* then click *Continue* to progress to the next page |  |
| **DOM 1.01B** | Watch the three short videos below and share which presenter you enjoyed listening to the most and why. (100 words) |  |
| **DOM 1.02A** | Which of the above tips have you used successfully and would you add any other ideas on how you can manage the fear of public speaking? (250 words) |  |
| **DOM 1.02B** | Think back to some of the presenting experiences you've had and list at least 3 of the lessons you've learned. |  |
| **DOM 1.03A** | What are some other ways you can build rapport? (list at least 6) |  |
| **DOM 1.03B** | You have been asked to give a presentation on the topic of *"the importance of saving the environment"*.In the space below you need to respond to the following three questions:* What is your specific topic? (e.g. Recycling, Land care, Saving an endangered species, etc.)
* Identify who you are and what organisation you are from
* Identify who your audience is

Once you have answered those questions you can now define your objective. Also write below what the objective of your presentation is, starting with the following:* My objective today is...
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| **DOM 1.03C** | What are some of the ways that you can ensure your objectives are met? |  |
| **DOM 1.04A** | List in order the five steps of the introduction. |  |
| **DOM 1.04B** | Environment and Leadership SOSOR  |  |
| **DOM 1.04C** | SOSOR QUIZ http://pro-elearning.mywisenet.com.au/mod/quiz/attempt.php?attempt=136 |  |
| **DOM 1.05A** | In the space below answer - what would be some advantages of using SOSOR to help construct your presentation? |  |
| **DOM 1.05B** | Using the SOSOR template below prepare a work-related presentation.  |  |
| **DOM 1.06A** | What did the presenter do well in the video above? |  |
| **DOM 1.07A** | Make a list of the things that need to be done prior to commencing a presentation. |  |
| **DOM 1.08A** | So let’s identify the types of difficult or hostile people that might attend our presentations and prepare ways to manage them.* Heckler
* Side Conversation
* Political Hijacker (personal agenda)
* Disengaged (bored, passive, etc)
* Aggressive
* Constant
* Interrupter

Ego Driven ‘expert’Can you think of any others? |  |
| **DOM 1.08B** | For the following seven predicted problems or issues listed below identify a strategy for each that will help you manage them* Heckler
* Side Conversation
* Political Hijacker (personal agenda)
* Disengaged (bored, passive, etc)
* Aggressive
* Constant Interrupter

Ego Driven ‘expert’ |  |
| **DOM 1.09A** | What are some ways that a presenter can add an interactive and fun dimension to their presentation? |  |
| **DOM 1.09B** | Click this link to see a light-hearted yet committed approach that one graphic designer went to in order to get his personal presentation right.  |  |
| **DOM 1.09C** | What is one thing as a presenter that you can do to improve matching your words and actions (body language)? |  |
| **DOM 1.09D** | Summarise below your key learnings from this section - what will be some ideas you use in future presentations? (minimum of 3 paragraphs) |  |
| **MODULE 1 REFLECTION**  | Download an action plan task from below, complete it and print it to keep on your desk at work. Identify 3 actions you can take to help you communicate with confidence, what the outcome of making that change and the due date to keep yourself accountable. |  |

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| **Module 2** | **Question** | **Your Response** |
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| **DOM 2.01A** | Which of the following models/tests have you used and what did you gain from them? (click on each model to learn more)* [Myers-Briggs (MBTI)](http://en.wikipedia.org/wiki/Myers_briggs)
* [Carl Jung's psychological types](http://en.wikipedia.org/wiki/Psychological_typologies)
* [DISC](http://en.wikipedia.org/wiki/DISC_assessment)
* [Herrmann Brain Dominance Instrument (HBDI)](http://en.wikipedia.org/wiki/Herrmann_Brain_Dominance_Instrument)

[Life Styles Inventory (LSI)](http://www.humansynergistics.com/solutions/DevelopingIndividuals/LifeStylesInventoryIndividual.aspx) |  |
| **DOM 2.02A** | To help understand whether someone is more or less assertive let's firstly look at how a more assertive person would tend to behave.Compared to less assertive people they tend to: (select from below) |  |
| **DOM 2.02B** | To help understand whether someone is more or less responsive let's firstly look at how a more responsive person would tend to behave.Compared to less responsive people they tend to: (select from below) |  |
| **DOM 2.02C** | Are you more or less assertive? And are you more or less responsive?Discuss below (50-100 words) how this impacts on the workplace dynamics and relationships.  |  |
| **DOM 2.03A** | What are some examples of behaviours, which match each of the styles? For instance, when in your role are you required to behave as a driver, how are you also at times an amiable?Write below at least one workplace activity or task for each of the four styles. |  |
| **DOM 2.03B** | In the space below identify:Your predominant Behavioural Style (eg. Driver) Your back-up behavioural style (eg. Amiable) Your least comfortable behavioural style (eg. Expressive)Then discuss how this impacts on the workplace dynamics and relationships (at least two paragraphs). |  |
| **DOM 2.03C** | Utilising the Behavioral Styles model plot the following people and identify which style they are:* A Difficult Worker/Colleague
* Your Manager/Team Leader

Partner/Close FriendIn the space below write their name, style and two things you could do to improve your relationship.  |  |
| **DOM 2.04A** | In the space below identify* What is your typical day-to-day response to pressure?

How do you respond to long term or unresolved stress? |  |
| **DOM 2.04B** | Discuss ways that each behavioural style could reduce and/or manage their stress more effectively. (1 paragraph for each style). |  |
| **DOM 2.05A** | From the list below identify your current comfort zone on the leadership continuum |  |
| **DOM 2.05B** | In what situations do you find it difficult to move across the continuum? (1-2 paragraphs) |  |
| **DOM 2.06A** | First download the document below by clicking on the link.In the space below reflect on which of these strategies you know you need to work on. |  |
| **DOM 2.07A** | By clicking the Download button below save the template to your desktop.Then, using the information covered in this topic (specifically the 4 checklists for role shifting) identify strategies that you would use to more effectively work with each of the behavioural styles in each of the following scenarios:* Giving praise and recognition
* Presenting a proposal or idea to executive
* Resolving conflict

After you have identified at least four strategies for each style in each scenario submit your completed workbook by click the Upload button below. Do not progress before completing this activity. |  |
| **MODULE 2 REFLECTION**  | Download the action plan task, complete it and print it to keep on your desk at work. Upload it here, so we can help monitor your development.Finally in the space below discuss how you have or can apply interpersonal skills back in the workplace.... (200-300 words) |  |

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| **Module 3** | **Question** | **Your Response** |
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| **DOM 3.01A** | What success and/or frustrations have you had in the area of creating a positive workplace culture? |  |
| **DOM 3.02A**  | In the space below list 5 areas or things in your leadership role you have control over: |  |
| **DOM 3.02B** | In the space below list 5 areas or things in your leadership role you have influence over: |  |
| **DOM 3.02C** | In the space below list 5 areas or things in your leadership role you have no / limited control over: |  |
| **DOM 3.03A** | How do you currently use each of the 3 sources in your leadership role. Authority, Power and Influence. (100 words) |  |
| **DOM 3.04A** | What are some of the other things that could play a part in the conditioning process? |  |
| **DOM 3.04B** | What are some other things that you can think of that could have an effect on organisational conditioning? |  |
| **DOM 3.04C** | In the space below describe how you would define ‘workplace culture’? |  |
| **DOM 3.05A** | Discuss ways in which you could effectively create a more ideal workplace culture back at your workplace: |  |
| **DOM 3.05B** | In the space below describe your perception of the following cultures* Industry
* Organisation
* Unit / Department

Individual (personal) |  |
| **DOM 3.05C** | Now describe how you would like the each of these cultures to be in the future* Industry
* Organisation
* Unit / Department

Individual (personal) |  |
| **DOM 3.06A** | Why do you think people avoid dealing with day-to-day issues as they occur? (Identify at least 5) |  |
| **DOM 3.07A** | What is your current team ‘Norm’ for resolving conflict? |  |
| **DOM 3.07B** | How should we resolve conflict? |  |
| **DOM 3.08A** | What can you do personally and as a leader to ensure you and your team operate 'above the line'? (200 words) |  |
| **DOM 3.08B** | Discuss how you will implement the strategies discussed in this module by using the following themes:1. The Pareto Principle (The 80/20 Rule) & The importance of Recognition & Encouragement:2. “If You’re Not Prepared To Be Part Of The Solution, Then You Forfeit The Right To Complain” - Creating a no whinge culture:3. Resolving Conflict - The 3-Step Process to ‘Fight Clean’ & Creating a Self Regulating Culture: (including Above or Below the Line)Your response should be at least 6 paragraphs. |  |
| **DOM 3.09A** | What are some other benefits you can think of? |  |
| **DOM 3.09B** | What are some ways that managers can recognise and reward excellent performance in accordance with organisational policy? |  |
| **DOM 3.09C** | What do you believe you do well? |  |
| **DOM 3.10A** | What are some other reasons why people may resist change? |  |
| **DOM 3.10B** | Write below a current significant change that you are currently considering. List the consequences of proceeding with this change. List the consequences of not proceeding? |  |
| **DOM 3.10C** | In the space below identify where you believe your organisation and you (as a leader) are on the Sigmoid Curve. |  |
| **DOM 3.10D** | Most change that takes place in our own lives and in our organisations comes from being disturbed or being dissatisfied. This is not a negative thing but in fact it is the motivator that keeps us wanting to find a better way.Let's use a real example to demonstrate how the action change model works in our lives and in our workplaces.Firstly, choose an area of workplace 'dissatisfaction' (something which is currently frustrating you or something you know could be improved) and explain the situation in detail in the box below. Then answer the questions on the following pages to take this issue through the Action Change Model. |  |
| **DOM 3.10E** | Why are you dissatisfied? |  |
| **DOM 3.10F** | What is your desire for change? |  |
| **DOM 3.10G** | What new knowledge, skills or opportunities might you have to seek out? |  |
| **DOM 3.10H** | How will you implement the change (what will be some first steps)? |  |
| **DOM 3.10I** | How might it be hard work? Where are you likely to see resistance or pain? |  |
| **DOM 3.10J** | How will you know if it works? How will know if it is not working? |  |
| **DOM 3.10K** | How will you celebrate the change once you see it working? |  |
| **MODULE 3 REFLECTION**  | Download the action plan task, complete it and print it to keep on your desk at work. Upload it here, so we can help monitor your development.Finally in the space below Identify the main steps required to assist in creating a more positive workplace culture within your organization. Consider the objections and barriers you may encounter and identify strategies for dealing with them. Also consider your involvement in the process and then identify your strategies for gaining co-operation from staff and management. (1000-1500 words) |  |

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| **Module 4** | **Question** | **Your Response** |
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| **DOM 4.01A** | List below Four typical workplace performance or behavioural issues that you need to address with staff (punctuality, attire etc.). Make sure that you clearly label the performance or behaviour and give specific examples: |  |
| **DOM 4.01B** | In the space below answer the following questions with at least one paragraph per question.What is your level of knowledge of your internal organisational policies and external legislative requirements regarding managing poor performance and/or behaviour?What actions can you take to find out more about these policies and legal requirements? (Think about opportunities both internal and external to your organisation) |  |
| **DOM 4.02A** | In the space below describe where you would find a copy of your internal policies. |  |
| **DOM 4.03A** | Firstly, complete the quiz by clicking the link below which will open a new window. |  |
| **DOM 4.03B** | In the space below list 3 people either within or from outside your organisation who you could speak with to further your knowledge and understanding of industrial relations obligations:  |  |
| **DOM 4.04A** | In the space below share below a positive and a negative example of a counselling interview that you have been a part of: |  |
| **DOM 4.05A** | In the space below share below a positive or a negative example of a disciplinary interview that you have been a part of: |  |
| **DOM 4.06A** | What other questions might you ask to commence a counselling interview? |  |
| **DOM 4.06B** | Hit the button below to Download a SOSOR template to your computer. Using Microsoft Word, complete the template for a Counselling and Disciplinary Interviews.Once you have filled out the template upload it by clicking the Upload button below which will open a new window with further instructions.Once uploaded, close that window and return to this page. Do not progress before completing this activity. |  |
| **DOM 4.07A** | In the space below describe where you would find your organisation's polices and procedures for termination and suspension. |  |
| **DOM 4.07B** | Discuss how you would use the skills gained from the course to assist in resolving this scenario and meet the objective set out by the Executive.* Brainstorm ideas on how to effectively resolve this scenario

Put together a step-by-step action plan to meet your objective |  |
| **MODULE 4 REFLECTION**  | Download the action plan task, complete it and print it to keep on your desk at work. Upload it here, so we can help monitor your development.Finally in the space below discuss how you have or can apply Managing Poor Staff Performance And Behaviour back in the workplace.... (200-300 words) |  |

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| **Module 5** | **Question** | **Your Response** |
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| **DOM 5.01A** | How could you more successfully ‘brand’ your department / organisation in your advertisements? |  |
| **DOM 5.01B** | How do you think technology can assist in the recruitment and selection process?  Give an example. |  |
| **DOM 5.01C** | What is your level of understanding of your organisation’s internal policies and the legislative requirements relating to recruitment, selection and induction? |  |
| **DOM 5.01D** | Describe your current internal recruitment and selection processes. |  |
| **DOM 5.02A** | How does your organisation currently use outsourcing?What are some advantages and disadvantages to using a recruitment agency to short list candidates? |  |
| **DOM 5.02B** | Which recruitment option (or combination) best meets the needs of your department and organisation? |  |
| **DOM 5.03A** | What steps do you currently take when a position becomes vacant within your department? |  |
| **DOM 5.03B** | What organisational criteria must be met before and during the recruitment and selection process? |  |
| **DOM 5.04A** | List below 5 areas or factors that you are not allowed to discriminate against |  |
| **DOM 5.05A** | In the space below ask one open, behavioural question for three key selection criteria you would have if you were to hire someone for your own position. |  |
| **DOM 5.06A** | some of the mistakes panels make:

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| 1. | They do not select a coordinator |
| 2. | Panel members are not trained in interviewing skills |
| 3. | Panel members are often asked at the last minute to make up numbers |
| 4. | Panel members do not understand their role on the panel |
| 5. | Panel members often believe that it is an interrogation session |

Can you think of any other mistakes? |  |
| **DOM 5.07A** | What are the steps taken in your organisation when inducting a new staff member? |  |
| **DOM 5.07B** | What is your role in the induction process? |  |
| **DOM 5.07C** | From the button below Download an Induction template to your desktop. Using Word, complete the template for a staff members first two weeks. |  |
| **MODULE 5 REFLECTION** | Before you move on to the next module complete the following tasksDownload the action plan task, complete it and print it to keep on your desk at work. Upload it here, so we can help monitor your development.Finally in the space below discuss how you have or can appy the skills from Managing Recruitment, Selection and Induction back in the workplace.... (200-300 words) |  |

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| **Module 6** | **Question** | **Your Response** |
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| **DOM 6.01A** | How many Performance Reviews have you conducted in your career? |  |
| **DOM 6.01B** | How many Performance Reviews have you received? |  |
| **DOM 6.01C** | Describe your experience or impression of performance reviews. Share below any success stories or frustrations with the process. |  |
| **DOM 6.02A** | Looking at the table below, how would you describe your organisation’s approach to reviews? |  |
| **DOM 6.02B** | Answer the following 10 questions and evaluate your organisation’s environment and culture when addressing positive Performance Development.Count the number of times you tick a checkbox and apply your results to the assessment table below. |  |
| **DOM 6.02C** | Main Reasons Why People Have Not Welcomed Performance Development* They have been used as a big stick  (The Disciplinary Process)
* They are too labour intensive
* Something we have to do (i.e. Built into manager’s performance review)
* Job doesn’t relate to the position description
* Managers are not trained (i.e. Interviewing skills)
* No commitment by managers after the interview (i.e. Follow up and Training Plans)
* Staff are punished for speaking out

No reward structure attached (This does not necessarily mean money but recognition and thanks etc.)Can you think of any others reasons? (at least 3) |  |
| **DOM 6.03A** | Below, list the benefits of having a positive Performance Development system for the following stakeholders:* Clients
* Staff
* Managers

Include at least five benefits for each group of stakeholders. |  |
| **DOM 6.03B** | In the below space identify four actions you can take individually and four things the management team can do to promote a positive performance development system in your organisaiton.What would be some of the objections from staff when introducing a new system into your organisation? Identify three possible objections and develop solutions to them. |  |
| **DOM 6.04A** | Explain below each stage of the key components of a performance development system and how they relate to systems or tools you currently use or have used in the past. (200 words) |  |
| **DOM 6.05A** | Describe the actions you would take in your workplace to either implement a new performance development tool or enhance your existing process. (250-300 words) |  |
| **DOM 6.06A** | Can you think of anything else that should be done? |  |
| **DOM 6.06B** | List the key elements that need to be considered when preparing for a quality performance interview. |  |
| **DOM 6.07A** | How well does your organisation plan for successors and what ideas do you have to improve succession planning at your workplace? (2 Paragraphs) |  |
| **DOM 6.07B** | What would be the benefits for you personally and for your team/organisation of taking a more formal approach to succession planning? (At least 5 benefits) |  |
| **DOM 6.07C** | From the button below Download a Succession Plan template to your desktop. Using Word, complete the template for your role and your team. |  |
| **MODULE 6 REFLECTION**  | download the action plan task, complete it and print it to keep on your desk at work. Upload it here, so we can help monitor your development.Finally in the space below discuss how you have or can apply the concepts from positive performance development in the workplace.... (200-300 words) |  |

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| **Module 7** | **Question** | **Your Response** |
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| **DOM 7.01A** | In the space below discuss how well you currently manage your time and stress, or how effective your current approach to self and life management is? (At least 2 paragraphs) |  |
| **DOM 7.01B** | In the space below describe what your ideal world (at work and/or home) would look like?  |  |
| **DOM 7.02A** | Take a moment to write below a few short, medium and long term personal and professional goals. |  |
| **DOM 7.03A** | List below your top 4 Values in order of priority and then identify 1 goal for each of these values: |  |
| **DOM 7.04A** | In the space below share five ‘I statements’ that relate to you and your current goals. Make sure they are in past or present tense for example |  |
| **DOM 7.05A** | The following are examples of some of the seven biggest time wasters. Tick your top three time wasters. |  |
| **DOM 7.05B** | Identify strategies (solutions) to manage the time wasters in your life. Choose at least 5 time wasters and outline the specific actions you will take to better manage your time. (250 words) |  |
| **DOM 7.06A** | Take exactly five minutes (no more, no less) to write below everythig you are required to do in your role. The trick here is to keep writing down as many things as you can think of. Consider the technical side of your role, the people side of your role and all the activities you do on a daily, weekly, monthly basis. |  |
| **DOM 7.06B** | Based on your current role, identify your top 5 Key Result Areas in order of priority (then list three key responsibilities for each KRA). |  |
| **DOM 7.07A** | Below list and prioritise your next working day’s activities and discuss how you will successfully achieve this?  |  |
| **DOM 7.08A** | n the space below answer the following questions. (1 paragraph per point)* What are the current daily activities that you are spending 20% Effort gaining 80% Return?
* What are your current daily activities that you are spending 80% Effort gaining only 20% Return?
* What practical strategies will you put into place to reverse/improve this trend?
* Looking at your Department and/or Organisation – what low effort / high reward thinking and behaviours would you consider developing?
* Who or what are your current customers/stakeholders that you spend 20% Effort gaining 80% Return?
* Who or what are your current customers/stakeholders that you spend 80% Effort gaining only 20% Return?

What practical strategies can you put into place to reverse/improve this trend? |  |
| **MODULE 7 REFLECTION**  | Download the action plan task, complete it and print it to keep on your desk at work. Upload it here, so we can help monitor your development.Finally in the space below discuss how you have or can apply the tools from managing personal workplace priorities back in the workplace.... (200-300 words) |  |

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| **Module 8** | **Question** | **Your Response** |
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| **DOM 8.01A** | List below some of the projects you have been involved in. Explain how the Time, Cost & Quality Triangle impacted on these projects. |  |
| **DOM 8.01B** | What is your Leadership Change Project idea you wish to work on in this module, with a view to implementing back in your workplace?e |  |
| **DOM 8.01C** | Discuss and list all relevant stakeholders within your project and identify "What's in it for me?" - what will they get out of it. (List at least 10-15) |  |
| **DOM 8.02A** | Looking at the Project Managers skills and attributes, identify your current areas of strength and attributes that you need to develop for the future |  |
| **DOM 8.03A** | What do you believe are your areas of strength and areas for future development in the four phases of a project life cycle? |  |
| **DOM 8.04A** | 1. Project Title2. What is your Project Objective? (use SMART)3. What are your Project Deliverables (physical manifestation)4. What is your Project Scope (include what is out of scope)5. What are your Project Constraints? (Variables that *will* impact eg. legislation, not to be confused with Risks) |  |
| **DOM 8.05A** | From the button below Download a WBS and Gantt Chart template to your desktop. Using Word, complete the templates for your own project.Once you have filled out the template upload it by clicking the Upload button below which will open a new window with further instructions. Once uploaded, close that window and return to this page. Do not progress before completing this activity |  |
| **DOM 8.06A** | Summarise below the key aspects involved in the "Conduct" stage of project. (100-200 words) |  |
| **DOM 8.07A** | Outline below a possible meeting agenda for a post project debrief with the Project Team and stakeholders. |  |
| **DOM 8.08A** | List below the types of documentation you believe you would need in your workplace projects. (At least 5) Remember they must be necessary and have a clear purpose. |  |
| **DOM 8.09A** | What are the benefits of effective delegation for you and your project team?What are the outcomes of ineffective delegation for you and your project team? |  |
| **DOM 8.09B** | From the button below Download a Delegation Memo template to your desktop. Using Word, complete the template for an activity within your project you can delegate.Once you have filled out the template upload it by clicking the Upload button below which will open a new window with further instructions. Once uploaded, close that window and return to this page. Do not progress before completing this activity. |  |
| **DOM 8.10A** | What could be an objective of your Leadership Change Project’s risk management plan?Brainstorm some risks associated with your Leadership Change project. |  |
| **DOM 8.10B** | Identify a risk within your Leadership Change Project for each of the following areas:* Strategic
* Financial
* Operational
* Commercial

Technical |  |
| **DOM 8.10C** | Using the Risk Register rate 5 risks associated with your Leadership Change Project. |  |
| **DOM 8.10D** | Once you have completed the Risk Analysis template outline your 5 Risk Management Strategies (Avoidance, Reduction, Retention, Non-Insurance Transfers, Sharing, Insurance) for each risk in the space below.Once you have filled out the template upload it by clicking the Upload button below which will open a new window with further instructions. Once uploaded, close that window and return to this page. Do not progress before completing this activity. |  |
| **DOM 8.11A** | How and to who will you communicate the risks involved? |  |
| **MODULE 8 REFLECTION**  | In the space below discuss how you have or can apply Project and Risk Management in the workplace.... (200-300 words) |  |

|  |  |  |
| --- | --- | --- |
| **REFLECTIVE PAPER**  | In this section you will need to download and complete a Reflective Paper of around 1000 - 1500 words.In this paper you need to demonstrate your understanding of the topics we have covered and also provide examples of how you have or could apply the knowledge back in the workplace.Download the reflective paper from below, and once complete upload from this same page.  |  |