**AQA Applied Business - Unit 4 - Personal Learning Checklist**

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| **APPLIED GENERAL LEADING & MANAGING PERSONAL LEARNING CHECKLIST**  | **R** | **A** | **G** |
| A01- The Role of  Leaders and  Managers   | To identify the different approaches to problem solving.   |  |  |  |
| To identify and analyse different management roles   |  |  |  |
| To identify the role of a leader   |  |  |  |
| To explain how the leader inspires and motivates others to implement a business vision.   |  |  |  |
| To analyse the need to change a business vision due to risk and uncertainty   |  |  |  |
| To understand the concept of force field analysis   |  |  |  |
| To explain the impact of external forces on business change   |  |  |  |
| To describe and evaluate the role of managers and leaders in a changing environment   |  |  |  |
| To understand the role of managers and leaders in a changing environment   |  |  |  |
| A02- Investigate the factors affecting the performance of employees within organisations     | To understand the difference between a tall and a flat structure.   |  |  |  |
| To identify the chain of command and span of control in tall and flat structures.   |  |  |  |
| To analyse the impact of organisational performance due to these structures   |  |  |  |
| To understand the difference between a centralised and decentralised structure   |  |  |  |
| To explain the communication and where decisions are made in a matrix structure.   |  |  |  |
| To analyse the impact of organisational performance due to these structures   |  |  |  |
| To identify the key aspects of the Johnson & Scholes cultural web   |  |  |  |
| To analyse how this could impact on employee motivation   |  |  |  |
| To identify the key aspects of the Johnson & Scholes cultural web.   |  |  |  |
| To analyse how this could impact on employee motivation                                            |  |  |  |
| To explain the hygiene factors and motivators of Herzberg’s theory.   |  |  |  |
| To describe Maslow’s hierarchy of needs.   |  |  |  |
| To apply the motivation theories to real situations      |  |  |  |
| To explain the concept of Vroom’s expectancy theory   |  |  |  |
| To describe Locke’s motivation theory.   |  |  |  |
| To analyse the impact the theories have on the motivation of employees   |  |  |  |
| To identify the financial and non-financial factors that affect motivation   |  |  |  |
| To analyse the financial and non-financial factors affecting motivation                       |  |  |  |
| To explain the composition of teams. To analyse the factors affecting the performance of teams in organisations   |  |  |  |
| A03- Assess the ability of managers to lead and empower employees   | Assess the ability of managers to lead and empower employees   |  |  |  |
| To identify the stages of the Tannenbaum and Schmidt continuum   |  |  |  |
| To analyse the leadership styles in the continuum and how they can affect motivation.   |  |  |  |
| To identify different types of power   |  |  |  |
| To analyse the impact of the different types of power have on employees.              |  |  |  |
|   | To explain how leadership styles depend on the motivational needs of employees   |  |  |  |
| To understand the different motivational needs of employees   |  |  |  |
| To understand the different motivational needs of employees   |  |  |  |
| To identify the concept of empowerment   |  |  |  |
| To analyse the benefits of empowerment in motivating employees.                            |  |  |  |
| To explain circumstances when empowerment should be used   |  |  |  |
| To describe the problems when using empowerment        |  |  |  |
| To describe the meaning of empowerment, rewards and power with employees   |  |  |  |
| To analyse the use of empowerment in practice   |  |  |  |
| To identify circumstances when empowerment could be used   |  |  |  |
| To analyse situations where employees are not empowered and act on this   |  |  |  |
| To identify circumstances when empowerment could be used   |  |  |  |
| To analyse situations where employees are not empowered   |  |  |  |
| A04-  Organisational  Change      | To understand the different types of organisational change                                           |  |  |  |
| To explain the factors that can resist organisational change.     |  |  |  |
| To compare and contrast factors resisting organisational change   |  |  |  |
| To explain the concept of ADKAR   |  |  |  |
| To analyse the importance of this to employees.                    |  |  |  |
| To identify the financial and operational constraints on the ability to implement organisational change.                      |  |  |  |
| To evaluate the factors that constrain organisational change                                        |  |  |  |
| To examine how leadership and empowerment can be used to implement organisational change   |  |  |  |
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