**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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