

## Introduction

The purpose of the Development Log is to demonstrate that you already have knowledge and understanding in four broad areas:

- Managing resources
- Managing outcomes (either external or internal customers in your organisation)
- Managing an aspect of quality
- Managing change

The way you demonstrate your understanding is by completing four activities, each activity relating to one of the areas above. After you have completed the four activities, you have to write a short (maximum 500 words) reflective commentary analysing your strengths and weaknesses in these four areas, and exploring how you intend to build on your strengths and overcome any weaknesses.

The Diploma programme is designed for:

- Individuals who are already carrying out a management role or
- Those who want to prepare to take on a management role

If you are already in a management role you should be able to complete the activities in the Development Log on the basis of your experience. On the other hand, if you are preparing to take on a management role this might be more difficult. We have therefore included some learning materials which will help you check your understanding and complete the activities. However, the learning material is optional and it is entirely up to you how you use it.

We also recognise that it might be slightly daunting to complete an activity if you have no experience of having done this before. We have, therefore, included further information and guidance on each of the activities.

The Development Log consists of:

- Activity one
- Activity two
- Activity three
- Activity four
- Reflective summary

The overall word count for the Development Log is 4,000 words maximum. In order to explore the relevant issues in sufficient depth we anticipate that you will need to write at least 3,000 words.

If, at any stage, you are unsure about something, or just want to talk it through with someone, please contact the Programme Manager. She will either answer your query directly or arrange for the Programme Tutor to contact you. Remember, we are here to help:

Your Programme Manager is: .....

Finally, do not attempt to complete all four activities without first getting some feedback on how well you are doing. We suggest you make an attempt at the first activity and submit it in draft form to the Programme Manager who will arrange for you to receive feedback.

## Sample Activity: Managing Resources

**In order to explore the relevant issues in sufficient depth we anticipate that you will need to write at least 650 words. Your answer to this activity should be 875 words maximum.**

Write a report analysing how you manage resources in your area of operations. (Resources could cover human resources (people), financial resources (budgets), capital resources (machinery) or raw materials.)

You report should explain:

- How budgets are set for resources you use.
- How you ensure these resources are used efficiently, i.e. your productivity measures and/or targets.
- The information (data) you use and how you interpret this data to monitor the use of resources.

If you are not currently responsible for managing resources, you should find a member of staff in your organisation and write a report analysing what they do following the format above.

**Supporting learning material for this activity is available on the VLE.**

**Further information and guidance on this activity is available on the VLE.**