



PDA in Leadership and Change at SCQF Level 8 (G9CN 48)

Welcome to the Professional Development Award (PDA) in Leadership and Change at SCQF Level 8, which offers you the opportunity to develop the knowledge and skills that you will need to plan for change and develop strategies to lead others through a period of change. Once you have completed the PDA, you should be in a position to not only tackle change in a positive manner but also be able to avoid the pitfalls which can derail change programmes - even well intentioned ones.

The target group for this award is managers, especially team leaders, with responsibility for leading or managing change. Typical job roles could include: middle management positions; Change facilitators; programme managers; team leaders in change situations.

The PDA in Leadership and Change at SCQF Level 8 is made up of two mandatory Units:

- ◆ Management: Leadership at Work (H1F2 34)
- ◆ Management: Plan, Lead and Implement Change (H1F3 35)

The two Units in this PDA complement each other, and between them, enable you to plan for change and develop approaches and strategies to lead others through a period of change. It is likely that you will begin with the Management: Leadership at Work Unit as this gives you a chance to think about the principles of management and leadership and how they apply to your own situation as a manager (or as someone who hopes to become a manager). This Unit enables you to analyse different approaches to leadership and to think about how you could apply these to your own leadership approach. In particular, you can relate it to techniques of team building and consider how you can use these to develop your effectiveness as a team leader.

This sets the scene for Management: Plan, Lead and Implement Change because in this Unit you apply the ideas of leadership and teambuilding to the particular managerial challenge of managing change. You will have the opportunity to work through at least one complete change – from making a plan to devising strategies for leading and implementing the plan. Again, you can relate this directly to your own experience at work, whether as a manager or as someone who has been managed during change.

Change is an important part of modern organisation and it is something which every manager has to deal with. Overall, the PDA helps you to extend and develop your skills as a manager/leader and become more effective in managing change and in meeting the challenges which this involves. It also helps you to avoid the common pitfalls which often make change a more difficult process for leaders and managers than it needs to be. If you have not yet started on your managerial career, this PDA can give you the confidence to successfully tackle change when you meet it as a manager. It may also help you contribute to the successful management of change in a non-management capacity.

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The Units are likely to be assessed by a combination of methods including reports, plans and strategies. Evidence can also be presented using a variety of Web 2.0 technologies such as blogs, wikis, podcasts and presentation software. You will be encouraged to make use of information from organisations with which you are familiar, such as the one you work for or one you have worked for in the past. You may also encounter some case studies – on particular aspects of change or teambuilding for example.

Support packs, including interactive activities have been developed for the Units making up this PDA. Your tutor will be able to provide you with a copy of the support packs and the interactive activities can be found on the HN Management and Leadership subject webpage <http://www.sqa.org.uk/sqa/26294.html>

The PDA is a qualification in its own right but it will also help you to progress to further management awards such as HNC Management.

The PDA is jointly certificated by SQA and The Chartered Management Institute (CMI).