



Unit F2LX 04 (520)

Implement Business to Business Motivation Activity

Unit Summary

This Unit is about the implementation of the appropriate motivation techniques towards achieving agreed objectives. It includes briefing and coordinating the various elements and suppliers involved in the motivation campaigns, in line with agreed plan and budgets.

In order to be assessed as competent you must demonstrate to your assessor that you can consistently perform to the requirements set out below. Your performance evidence must include at least one observation by your assessor.

Achievement of this Unit will provide you with opportunities to develop the following SQA Core Skills:

Working with Others Intermediate 2

- ◆ Work with others in a group to analyse, plan and complete an activity.

Problem Solving Intermediate 2

- ◆ Analyse a situation or issue.
- ◆ Plan, organise and complete a task.
- ◆ Review and evaluate a problem solving activity.

I have completed the requirements of this Unit.

Candidate name: _____ **Date:** _____

Candidate signature: _____ **Date:** _____

I can confirm the candidate has completed all requirements of this Unit.

Assessor signature: _____ **Date:** _____

IV signature: _____ **Date:** _____

Assessment centre: _____

<p>You must be able to</p>	<p>Evidence Requirements</p> <p>In order to be assessed as competent you must demonstrate to your assessor that you can consistently perform to the requirements set out below. Your performance evidence must include at least one observation by your assessor.</p> <p>Your evidence must be work-based, simulation alone is only allowed where shown in <i>bold italics</i></p>	<p>Evidence/Activity Ref No.</p>
<p>1 Implement business to business motivation activity</p> <p>This means you:</p> <ul style="list-style-type: none"> (a) Make sure that the people involved in actioning the motivation activity understand their roles and responsibilities. (b) Confirm that all of the resources required are correct, available, in the right location(s) and on time according to the requirements of the motivation plan. (c) Implement the motivation activity as agreed and monitor against agreed budgets. (d) Use agreed methods to monitor the implementation and performance of the activity, identifying promptly any variances, or problems associated with achieving the plan, and alert relevant stakeholders. (e) Where relevant, agree and make tactical adjustments to the plan, in a way that is consistent with the motivation plan's overall objectives. (f) Record how the motivation activity has been put into practice, including any adjustments, in a way that will inform future motivation planning. (g) Fulfil all relevant legislative requirements and codes of practice. 	<p>Evidence of implementing business to business motivation activity.</p>	

Evidence of Performance

Evidence of performance may employ examples of the following assessment:

- ◆ observation
- ◆ written and oral questioning
- ◆ evidence from company systems (eg Food Safety Management System)
- ◆ reviewing the outcomes of work
- ◆ checking any records of documents completed
- ◆ checking accounts of work that the candidate or others have written

Candidate name:		Assessor initials/date
No	Activity	
1		

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You need to know and understand		Evidence
Evidence of knowledge and understanding should be collected during observation of performance in the workplace. Where it cannot be collected by observing performance, other assessment methods should be used.		
General knowledge and understanding		
K1	The role and psychological basis for motivation campaigns.	
K2	Motivation techniques relevant to your area of operations.	
K3	How to implement motivation activities, relevant to your area of operations.	
K4	The importance of, and how to apply basic project management skills, including how to communicate and delegate responsibility and resources to support motivation activity.	
Knowledge and understanding in the context of your business		
K5	The aims and objectives of the motivation plan relevant to your area of operations.	
K6	The market in which the company works relevant to your area of operations.	
K7	The company's staff and channel base relevant to your area of operations.	
K8	Colleagues and other key stakeholders, and their needs and expectations.	
K9	Lines of communication and reporting relevant to your area of operations.	
K10	Suppliers relevant to your area of operation and their specific briefing needs.	
Industry/sector specific knowledge and understanding		
K11	Legal, regulatory and ethical requirements impacting upon motivation programmes in your sector.	

Notes/Comments

Assessor signature: _____

Date: _____