



PDA in Managing Self and Others at SCQF Level 8 (G9CT 48)

Welcome to the Professional Development Award (PDA) in Managing Self and Others at SCQF Level 8. This award has a similar purpose to the PDA in Managing Self and Others at SCQF Level 7 in that it offers you the opportunity to develop your knowledge and skills in self management and in working with people. However, this PDA has a stronger focus on managing others.

The target group for this award is people who do have some managerial experience or know that they will be moving into a managerial role in the very near future. It enables you to take stock of where you are at the moment and to focus on developing your skills in line management. It can, like its SCQF Level 7 equivalent, be seen as the first step in a management development programme, although it stands alone and can be completed on this basis.

Typical job roles could include: junior managers in medium to large organisations (between supervisor and department head; trainee manager; manager in designate; sales manager; call centre manager

The PDA in Managing Self and Others at SCQF Level 8 is made up of two mandatory Units:

- ◆ Developing Skills for Personal Effectiveness (DF4F35)
- ◆ Managing People (F5GF35)

The Developing Skills for Personal Effectiveness Unit enables you to develop inter-personal skills such as assertiveness and negotiation skills, as well as other techniques such as stress management. It builds this around an Action Plan for your own development. You will audit your current skill levels and then devise, implement and evaluate an Action Plan to address your development needs and enhance your personal effectiveness. Good self-management is a crucial aspect to successfully managing others. Your Action Plan, and the thought and reflection which go into it, will enable you to think about your role as a manager and how you would like it to develop in the future.

Managing People gives you the skills and knowledge in the main areas of people management. You will analyse the roles and responsibilities of a manager which fits closely with the Action Plan for personal effectiveness. You then continue with actions to maintain and improve performance of people at work, particularly in the context of working in teams. Finally, you evaluate the recruitment and selection of people. The Unit therefore helps you to develop your skills and approach to managing others.

The Units are likely to be assessed by means of a portfolio of evidence for Developing Skills for Personal Effectiveness which could include a report for Managing People. For both Units you may be able to use your own experience in the workplace when gathering assessment evidence.

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Support packs 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.

The PDA is a qualification in its own right but it may help you to progress to other management qualifications if you wish to do so.

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