

# T Level Management and Administration

## Part A - Bridging Work Task

This is a fantastic opportunity to expand your understanding of Management and Administration as you prepare for enrolment and start at Franklin in September.

Please complete the work and bring a copy to your enrolment, either printed or electronically.

The work will take you around **2 hours** so plan your time to best suit you.

<b>How do I complete and submit my task?</b>	<p>Complete the tasks on paper/handwritten or digitally, and bring a copy, either paper or electronically, to your enrolment appointment. Also, bring this along to your first lesson in September.</p> <p>If you didn't attend the Taster Day, don't worry. It isn't essential for completing this work, but please ensure that you have completed this bridging work.</p>
<b>Introduction to your Bridging Task</b>	<p>In preparation for T level Management and Administration at Franklin College the following task will introduce you to the importance of emotional intelligence.</p> <p>A substantial part of your course will be studying for your occupational specialism: Team Leadership and Management. You will develop knowledge of effective leadership when leading teams and individuals, organisational strategy, vision and values, planning and implementing change, project management and skills in developing and maintaining a high- performing team. Within this, you will study theories of emotional intelligence.</p>
<b>Task details</b>	<p>Imagine you are working in an organisation as a team leader. You are due to deliver a training session on emotional intelligence to your team of assistant managers. There are six people in your team.</p> <p>The training session you are due to deliver should last no more than 15 minutes.</p> <p>Research games and activities which support the learning and understanding of emotional intelligence.</p>

	Design a 30 minute interactive training session which <b>could</b> be delivered to the colleagues in your team.
<b>Resources to help you with the Bridging Task</b>	<a href="#">25 emotional intelligence activities for happy and productive teams   SessionLab</a> <a href="#">28 Fun Emotional Intelligence Activities for Kids - Very Special Tales</a>
<b>Extension Tasks</b>	
<b>Extension Tasks to stretch and challenge you</b>	<p>If you have completed the above to the best of your ability, feel free to try this extension task (<i>this is optional</i>):</p> <p>Assess the likely leadership style of key managers in the UEFA European Football Championship 2022- 2024, using the links below and any other research.</p> <p>You may one to select one of the following;</p> <p>Gareth Southgate</p> <p>Sarina Wiegman</p> <p>Julian Nagelsmann</p> <p>Didier Deschamps</p> <p>Roberto Martinez</p> <p><a href="#">England's Sarina Wiegman rewarded with contract extension and big pay rise   Women's football   The Guardian</a></p> <p><a href="#">France coach Didier Deschamps on his longevity, how he has changed and EURO highs and lows – interview   UEFA EURO 2024   UEFA.com</a></p> <p><a href="#">Julian Nagelsmann: Germany manager signs contract extension until 2026 - BBC Sport</a></p>
<b>Massive Open Online Courses (MOOCs)</b>	<p>You might enrol and complete the following to push you a little further (this is optional):</p> <p><a href="#">HR Career Insights: Virtual Work Experience with CIPD and Springpod   Springpod</a></p> <p><a href="#">Social Media Marketing   Springpod</a></p> <p><a href="#">Marketing Work Experience: Core Strategies in the Dynamic World   Springpod</a></p>

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## Part B – Preparing for Studying at Franklin

A fantastic opportunity to widen your understanding of the course.

<b>Examining Board and Specification</b>	<p><b>This course follows City &amp; Guilds T Level Management and Administration specification.</b></p> <p>City &amp; Guilds website, including the full specification:</p> <p><a href="#">City &amp; Guilds T level Management and Administration specification</a></p> <p><b>We cover the following content:</b></p> <ol style="list-style-type: none"><li>1. Contexts that organisations operate and manage in.</li><li>2. Key people and stakeholders that support business operations.</li><li>3. Quality and compliance standards that affect business operations.</li><li>4. Financial contexts that organisations operate within.</li><li>5. Key policies and procedures that support organisations.</li><li>6. Concepts of project and change management.</li><li>7. Business behaviours that influence how organisations operate.</li><li>8. Team leadership and management</li></ol> <p><b>Studying this course will give you a wide range of skills:</b></p> <p>You will develop many transferable skills both in lessons and through your industry work placement that lasts a minimum of 315 hours (approximately 45 days.)</p> <ul style="list-style-type: none"><li>• Non-routine problem solving – expert thinking, metacognition, creativity.</li><li>• Systems thinking – decision making and reasoning.</li><li>• Critical thinking – analysing, synthesising and reasoning skills.</li><li>• ICT literacy – access, manage, integrate, evaluate, construct and communicate.</li><li>• Communication – active listening, oral communication, written communication, and non-verbal communication.</li><li>• Relationship-building skills – teamwork, trust, intercultural sensitivity, self-presentation, social influence, and negotiation.</li><li>• Collaborative problem solving – establishing and maintaining shared understanding, taking appropriate action.</li><li>• Adaptability – adapting to different personalities, communication styles and cultures.</li><li>• Self-management and self-development – ability to work remotely in virtual teams, work autonomously, be self-motivating and self-</li></ul>
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	<p>monitoring, willing and able to acquire new information and skills related to work.</p> <p><b>Progression after this course:</b></p> <p>This qualification will allow you to study a wide range of courses at university, such as Business Management, Accounting, Economics, Finance, Marketing, Leadership, Human Resource Management, Ethics and will prepare you for higher apprenticeships and employment.</p> <p>Careers may include; Banking, Social Media Marketing, Project Management, Business Analyst, Human Resource Manager, Accountant, Logistics and Production.</p> <p>A course in Management and Administration will underpin any and every career!</p>
<b>Preparing for the course</b>	<p>Some activities that bring the subjects' interest and progression opportunities to life, that you could try;</p> <ul style="list-style-type: none"> <li>• Listen to/ watch the advice from CEOs: <a href="#">CEO Secrets   Latest News &amp; Updates   BBC News</a></li> <li>• Keep up to date with Business news: <a href="#">Business   Latest News &amp; Updates   BBC News</a></li> <li>• Explore some of the challenges large businesses face, with a Netflix documentary: <a href="#">Watch 24 Hours in Tesco   Netflix</a> <a href="#">Watch Downfall: The Case Against Boeing   Netflix Official Site</a></li> <li>• Watch as new entrepreneurs pitch their ideas: <a href="#">BBC iPlayer - Dragons Den</a></li> <li>• Keep up to date with personal finances: <a href="#">Listen to 'The Martin Lewis Podcast' (moneysavingexpert.com)</a></li> </ul> <p>The Institute of Leadership and Management <a href="https://www.institutelm.com/">https://www.institutelm.com/</a></p> <ul style="list-style-type: none"> <li>• 8 Tips for Effective Leadership   Inc.com <a href="#">8 Tips for Effective Leadership   Inc.com</a></li> <li>• Coaching and Mentoring   Factsheets   CIPD <a href="#">Coaching and mentoring   Factsheets   CIPD</a></li> <li>• Creativity and Positivity Focus Blog <a href="#">Effective Team Management   6 Simple Steps To Succeed (meister task.com)</a></li> </ul>