This is the assignment for the Becoming an Effective Leader unit. The aim of this unit is to develop the knowledge and understanding of effective leadership as required by a practising or potential middle manager. The task requires you to evaluate your ability to use leadership styles and emotional intelligence to affect the performance of others, to review your ability to set direction and communicate this to others and to motivate, delegate and empower others. Finally, you will be asked to submit a personal development plan, a task that you should already have completed in the digital workbook, which will meet the required standards, (as defined by the ‘Good Pass’ definition you will find in the question). If you are not currently working within an organisation, then you may complete this task in relation to an organisation with which you are familiar. This could include experience working in a voluntary capacity. The tasks you need to undertake are:- read all the questions complete the learning activities associated with this course discuss the assignment with your coach at your tutorial complete any other activities that you need to undertake for your assignment answer the questions in the spaces provided Here are some tips on completing the assignment, based on submissions from previous students: make sure you read and answer all the questions! Even the most accomplished writers have fallen down by providing answers that are exceptionally well written – but well off the mark. This is usually because they have not gathered a full understanding of the questions before embarking on the answer. read the assessment criteria on the next page. They are built into the questions, but it is useful to know the detail against which your work is being assessed use a combination of your own observations, the course materials and other readings when answering questions. make sure you follow the guidance on how to achieve a Good Pass, which you will find at the bottom of each question when you have completed your work, read it again, in the light of the questions, the Good Pass definitions and the assessment criteria. Make sure you have answered the questions and that your answers meet the assessment criteria. provide a brief conclusion at the end of each question, summarising what you have said in the answer, in no more than a paragraph or two. This will help you progress to the next question, especially as there is some analysis required of your preceding work. keep your analyses concise and linked back to the question and assessment criteria The 'nominal' word count for this assignment is 2500 words: the suggested range is between 2000 and 3000 words. When you have completed it, you should upload it along with your completed workbook through iAcademy. You will be provided with instructions on how to do this in the section for Week 4.