

**MANAGEMENT FUNCTIONS**

**WORKPLACE LOGBOOK**

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**U/S 14667**



|  |  |
| --- | --- |
| **LEARNER NAME AND SURNAME:** |  |
| **LEARNER ID NUMBER:** |  |
| **EMPLOYER CONTACT NAME:** |  |
| **EMPLOYER CONTACT NUMBER:** |  |
| **DATE OF SUBMISSION TO ASSESSOR:** |  |
| **ASSESSOR EVALUATION OUTCOME (RM/RNYM)** |  |



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**WORKPLACE ACTIVITIES GUIDELINES**

This WORKPLACE LOGBOOK contains activities that the learner needs to **do in your own workplace**.

The activities require the learner to **insert or create evidence** that will show that they completed the activity in their own workplace.

The learner needs to do **ALL** the Workplace Activities successfully to be deemed competent for the unit standard.

Learners may request assistance from the Workplace Supervisor/Manager/Coach

The Workplace Coach/Manager/Supervisor **must sign off the activities** in the WORKPLACE LOGSHEET as satisfactory when the learner is done with them. It should be signed off on a daily/weekly basis.

The **Assessor** will sign acknowledgement of receipt of this Workplace Logbook. A Desktop evaluation will be done of the evidence by the Assessor

The learner will not be allowed to proceed to the SUMMATIVE ASSESSMENT unless ALL the WORKPLACE ACTIVITIES meet the necessary requirements.

**NOTE TO THE LEARNER:**

You are required to lead a selected team to meet a particular set of short term goals that was set and agreed upon via collaboration.

Complete the following activities to execute this requirement.

**WORKPLACE RESOURCES NEEDED:**

* Access to various Supervisors/Junior Managers in own store
* Store Organogram
* Office or meeting room
* Paper and stationery
* Workplace register Template
* Possible resources that may be needed for the execution of the specific selected activities

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# WORKPLACE ACTIVITY 1 (SO3 AC2)

Provide evidence of three communication methods and media that the

managers use in your store to communicate information to the staff.

Ensure that the evidence is:

* current (within the year of your studies)
* relevant to the listed communication method
* clear and legible

|  |  |  |  |
| --- | --- | --- | --- |
| **COMMUNICATION METHOD** | **SOURCE OF EVIDENCE**  *(This example needs to be inserted into this Workplace*  *Logbook)* | **Evidence inserted**  **(****) / (X)** | **RM/RNYM** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Manager’s Signature:** |  |  |  |
| **Assessor Signature:** |  |  |  |
| **Date:** |  |  |  |



# WORKPLACE ACTIVITY 2 (SO 2 AC 1, 2, 4, 6, 8) and (SO5 AC1-3)

After careful study and discussion of the diagram on Management Functions: Direct and Indirect Responsibilities in your Learner Guide, complete the following Instructions:

1. Retrieve an Organogram of your store
2. Highlight all the Management and Junior Management positions on the organogram.

Although each manager applies all the basic management functions, there are some functions that require more energy in certain positions.

For e.g. the store manager is at large responsible for ALL the management functions but the Receiving manager’s main management function is the control function as the control of stock starts with him.

1. Depict the execution of the management functions on your own store
2. Indicate who in your store would be responsible for each main function
3. List one more basic management function that is relevant in your store and complete the table for it.

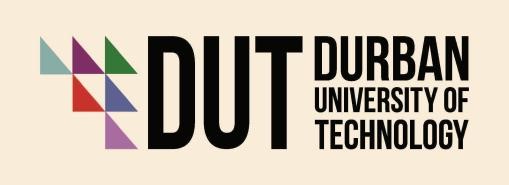
|  |  |  |
| --- | --- | --- |
| **MANAGEMENT FUNCTION** | **PERSON/S RESPONSIBLE** | **How is Function addressed in own store?** |
| **PLANNING FUNCTION**  **(OPERATIONS)** |  |  |
| **LEADING FUNCTION** |  |  |
| **ORGANISING FUNCTION** |  |  |
| **CONTROL FUNCTION** |  |  |
|  |  |  |

**WORKPLACE LOGBOOK FOR 14667: Describe and Apply the Management Functions of an Organisation**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **WORKPLACE TASK NUMBER** | **WORKP**  **Activity**  **TASK**  **COMPL**  **Yes** | **LACE**  **and/or**  **ETED**  **No** | **DATE OF**  **COMPLETION** | **APPROXIMATE TIME**  **SPENT IN**  **WORKPLACE IN**  **AREA OF OUTCOME** | **Evidence inserted** |  | **LEARNER SIGNATURE** |
| **EXAMPLE:** |  |  | **12/07/2014** | **2,35** (indicating 2 hrs.  and 35 min) |  |  | **Joe Soap** |
| **WP ACT 1:**  Provide evidence of three communication methods and media that the managers use in your store to communicate information to the staff. |  |  |  |  | Evidence of Workplace  Communication Methods.  Ensure that the evidence is:  current (within the year of your studies)  relevant to the listed communication method clear and legible |  |  |
| **WP ACT 2:**  After careful study and discussion of the diagram on Management Functions: Direct and Indirect Responsibilities in your Learner Guide, complete the following Instructions: |  |  |  |  | Store Organogram – highlighted positions  Completed Table with mapping of functions |  |  |
| **WORKPLACE COACH/DEPARTMENT**  **MANAGER OR SUPERVISOR NAME AND**  **SURNAME** |  |  | | **WORKPLACE**  **COACH/DEPARTMEN**  **T MANAGER OR**  **SUPERVISOR**  **SIGNATURE** |  |  |  |
| **DATE OF SIGINING OFF:** |  |  | |  |  |  |  |

**7 |** W o r k p l a c e L o g b o o k : 1 4 6 6 7

# *PARTICIPANTS*



**8 |** W o r k p l a c e L o g b o o k : 1 4 6 6 7

1. **|** W o r k p l a c e L o g b o o k : 1 4 6 6 7

   [↑](#footnote-ref-1)