Use Uwe Harvard referencing style. Use literature from last 5 years

**TASK 1 -** Reviewing Performance

Academic Summary **– 300 words**:

Identify the models/frameworks you used to help inform your behaviour and decisions as Manager in this task and where/why/how you used them.

* Identification of issues discussed at review
* Identification of 3 objectives – must meet all 5 SMART criteria
* Explanation of additional support required
* Details of timescales and follow-up action
* Models/Theories summarised and explained
* at least 5 academic references should be used

Issues – and discussions

* Getting into work late – needs to manage the time, since he is a placement student he now has to be present in the office before 9:30. If he comes later than 9:30 it will be counted as late.
* Taking lunch breaks in odd hours – advised to take lunch breaks as everyone else. If he wants to take the lunch early or later, inform the supervisor.
* Listening to music in office hours – not an acceptable behaviour. He was not happy about this, however he said he will correct it.
* Conearned about dress and appearance – now that the office starting time changed, if he is able to manage the time well, it should not be an problem
* Poor telephone manner – he does not how to answer lots of queries from clients. It’s understandable. Advised to ask from colleagues or supervisor and get back to the client.
* Not motivated and does not show interest to work – finds the work too boring. Explained him that complicated work can be given to him only when he shows improvement in his works. He needs to minimize errors and complete the work on time.
* Dissertation data – It is his responsible to request for the data ahead as the process will take few days. Nothing can be done if he requests for the data too close to the deadline and the company will not be responsible if he is unable to get it on time.

**TASK 2** Negotiation

* Max 600-word self-reflection of experience as a **manager**
* Use relevant academic sources
* Written in first person
* Critical analysis into strengths and limitations of students own performance
* Integration of theory with analysis of performance
* Identification and justification of steps for self-improvement

**Suggested format**

Introduction (short)

2 paragraphs about strengths

2 paragraphs about weaknesses

Self-improvement theories

Conclusion (short)

Negotiations with my partner

* Place of work – wants to work in Bristol, However does not mind traveling to Birmingham. Agrees to work in Manchester only if it’s a short period
* Hours – Agreed not to work on weekend regularly. However if the Company has big events and if it’s not in-between a tournament he has to attend the events.
* Pay – Agreed for 18000, since he prefers not to work in weekends and not to go to Manchester , we agreed for £18000 as total pay. However if he travels to Manchester an allowance will be given for the days he has to travel and he will be payed hourly if he comes to work on weekends.
* No Bonus & he do not want to be in the pension scheme and share purchase scheme
* Holidays - Employees are not permitted to take more than 10 days holiday at one time. This is company policy and is not negotiable.
* Start date – He will start on August 1st as it’s not worth waiting for another year if he want to delay.
* Laptop & mobile–Company Laptop and mobile will be given if he needs to travel.
* Working from home – not an option for graduates. has to come to office for work.
* Accommodation - He wants an office separately, however its company policy that all graduates work in an open office with secretarial staff.
* Travel –He will use public transport in Bristol and Birmingham. Suggested to get lifts from colleagues at Manchester
* Probation - Since he has worked with the company as a placement student during summer, there will be no probation time.
* Duties - will be started with junior works. However, they will be supervised and if the performance is satisfactory, he will be given more responsibility.
* Method of payment - Even if he wants to be paid in Cash, its company policy that salaries will e paid to the bank account.. So he needs to open a bank account as soon as possible.
* Since he has worked as a placement student for 10 months now, he will e allowed to join the bike to work scheme earlier.
* References – Since he has worked for us before no need of the references