Getting Ready For
Business

Your Name		
CAMTEC Level 3 Certificate in Business (1 A Level Equivalent)	Project Management	Summer 2020

We are delighted you have chosen to study Business at Haywards Heath College.

Instructions: This pack will help you make the best possible start to studying this subject.

The tasks in this pack:

- should take you **about 4 hours to complete.**
- should be handed into your teacher when teaching starts **from 14th September 2020** with your name on it for assessment.
- are also available on the internet – follow the links in the document.

If you need help: The tasks are designed to get a bit more difficult as you work through them as they are preparing you for studying at a higher level and to become an effective independent learner. You should try to get as far as you can working on your own but if you do need help, please email us at info@haywardsheath.ac.uk telling us which Getting Ready For pack you are working on and what help you need. Help is available throughout the summer holidays.

Skills Focus for this Getting Ready for Pack	
Research skills Summary skills	IT skills Presentation skills

Target Grade	Type of task	Task and subject specific skill reference	Deadline
All	0.1 Research and summary	Use the internet to research the following 13 skills a project manager needs. 1. Communication 2. Team building 3. Planning 4. Conflict management 5. Time management 6. Negotiation 7. Problem solving 8. Influencing 9. Leadership 10. Critical thinking 11. Business case writing 12. Risk management 13. Cost control • You need to summarise your findings in an engaging **PowerPoint** presentation with **supporting <u>detailed</u> handouts** • You must explain **what** each skill is about • You must explain **why** these skills are important and the effect on a project and the team if the manager does not have these skills • Whilst you research from the internet you **MUST not copy; write in your own words.**	**from 14th September 2020**
All	0.2 Reference your research	Ensure the research you use is properly referenced using the Harvard referencing system. Example: **USING THE HARWARD REFERENCING SYSTEM:** **Web pages** Electronic references should contain the following elements: AUTHOR(S) (Year) *Title of document.* [Type of resource] Organisation responsible (optional). Available from: web address [Accessed date]. **e.g.** NHS (2012) *Mobile phone safety.* [Online] NHS. Available from: http://www.nhs.co.uk/conditions/Mobile-phone-safety/Pages/Introduction.aspx [Accessed 08/08/12] EXAMPLE: *The makeup of burgers sold by Tesco contained 29% horsemeat. [1] This led to a scandal and loss of customers.* Bibliography Felicity Lawrence (2014) ***Horsemeat scandal: where did the 29% horse in your Tesco burger come from?*** **[Online] The Guardian. Available from: https://www.theguardian.com/uk-news/2013/oct/22/horsemeat-scandal- guardian-investigation-public-secrecy [Accessed 27/09/2017]**	**from 14th September 2020**

All	0.3 Material to purchase	• Large folder (A4 ring binder) • Pack of dividers • A4 writing paper • Normal pens and pencils, eraser, ruler and calculator (non-scientific is fine) • Set of highlighters	**from 14th September 2020**
Extension	Evaluation task	Using the information gathered in task 0.1, write a summary paragraph justifying which skill explained you think is of most importance to successful project managers and which skill is the least important. Justify your decisions.	**from 14th September 2020**
Notes:			