

Level 4 Diploma in Administration for Executive Assistants

Assessment

Unit 1 Understanding Management

The assessment for Unit One is an Assignment in the form of an Extended Response in which you demonstrate knowledge and understanding of the implications of management theory and practice for the role of Executive Assistant/Administrator.

Your essay should be in the region of 1500 words (excluding the Bibliography) and satisfy all learning outcomes by:

- Describing key developments in the history of management theory and practice and the rationale for these changes
(30 marks)
- Explaining the purpose and main functions of management, and the nature of the decision making process
(30 marks)
- Evaluating some key management techniques and their relevance to the role of the Executive Assistant/ Administrator
(40 marks)