

OL 125 Module Five Short Response Guidelines and Rubric

Overview: With unstable economies becoming increasingly more common, businesses look to different aspects of their company to save money, improve performance, and boost their position amongst their competitors. One of the most important areas of focus is human relations, which directly influences productivity, motivation, and employee retention. In order for you to succeed professionally, you will need to develop a special set of human relations skills that includes self-awareness, strong leadership qualities, the ability to motivate, and the ability to facilitate communication.

You have learned about theories of motivation, the experience of conflict, negotiation processes, and methods for making effective decisions. This assessment allows you to engage with the primary skills that are necessary for successful leadership and organizational relations across the business environment. Your short response should address your own knowledge of human relations and your interpretation of the reading materials and other resources provided to you in this course.

This assessment addresses the following course outcome:

- Illustrate how the relationship between motivation, stress, and time management influences workplace dynamics

Prompt: For this short response paper, discuss the ways in which motivation, stress, and time management can influence workplace dynamics, using your own experiences as a reference. In doing this, you will address the elements below in one paragraph each.

Specifically, the following **critical elements** must be addressed:

- I. **Motivation:** Describe a way in which organizations can influence workplace motivation, using an example from your own experience where this was done effectively or ineffectively. What was the result on workplace dynamics?
- II. **Workplace Stress:** Describe how an organization, and specifically organization leaders, can minimize workplace stress. Provide an example from your own experience here as well, explaining how the organization's action reduced stress in the workplace.
- III. **Time Management:** Describe how you, as a leader, can use effective practices in time management to prioritize your time for critical issues in the workplace. Why is prioritizing your time important?

Rubric

Guidelines for Submission: Your short response paper should be 3 paragraphs (250–300 words) in length. It should use double spacing, 12-point Times New Roman font, and one-inch margins. Sources should be cited according to APA style.

Critical Elements	Exemplary (100%)	Proficient (85%)	Needs Improvement (55%)	Not Evident (0%)	Value
Motivation	Meets “Proficient” criteria and shows a nuanced understanding of the influence of motivation on workplace dynamics	Describes a way in which organizations can influence workplace motivation, explaining a personal example and its result	Describes a way in which organizations can influence workplace motivation, but does not clearly explain a personal example and its result	Does not describe a way in which organizations can influence workplace motivation or does not provide a personal example	31
Workplace Stress	Meets “Proficient” criteria and shows a nuanced understanding of the influence of stress on workplace dynamics	Describes how an organization, and specifically organization leaders, can minimize workplace stress, explaining an example from personal experience	Describes how an organization, and specifically organization leaders, can minimize workplace stress, but does not clearly explain example from personal experience	Describes how an organization, and specifically organization leaders, can minimize workplace stress and increase productivity or does not provide an example from personal experience	31
Time Management	Meets “Proficient” criteria and shows a sophisticated grasp on how and why you use time management to address priorities in the workplace	Describes how you use effective practices in time management to prioritize time for critical issues in the workplace, explaining the importance of prioritizing	Describes how you use effective practices in time management to prioritize time for critical issues in the workplace, explaining the importance of prioritizing, but response contains gaps in logic	Does not describe how you use effective practices in time management to prioritize time for critical issues in the workplace	31
Articulation of Response	Submission is free of errors related to citations, grammar, spelling, syntax, and organization and is presented in a professional and easy-to-read format	Submission has no major errors related to citations, grammar, spelling, syntax, or organization	Submission has major errors related to citations, grammar, spelling, syntax, or organization that negatively impact readability and articulation of main ideas	Submission has critical errors related to citations, grammar, spelling, syntax, or organization that prevent understanding of ideas	7
Total					100%