

**Specification of Competency Standards**  
**for the Catering Industry**  
**Unit of Competency**

Functional Area - Professional Management Skills

Title	Apply leadership and decision-making skills
Code	109623L4
Range	This unit of competency is applicable to practitioners engaged in management in restaurants and establishments. While working in restaurants or relevant workplaces, practitioners should be able to understand the operations of the organization clearly, apply leadership skills to assess risks, make use of decision-making competencies to solve problems, and conduct relevant reviews.
Level	4
Credit	6
Competency	<p>Performance Requirements</p> <p>1. Knowledge of leadership and decision-making skills:</p> <ul style="list-style-type: none"> <li>• Master the operational goals and established strategies of the organization</li> <li>• Master the importance of leadership and decision-making competencies to the overall success of the organization</li> <li>• Master the theories and applications of leadership, including: <ul style="list-style-type: none"> <li>○ Understand the concepts of leadership</li> <li>○ Know about effective leadership patterns</li> <li>○ Understand the behaviors, personality and cultivation of leaders</li> <li>○ Master effective communication skills and methods for motivating subordinates</li> </ul> </li> <li>• Master the relationship between power and leadership, including: <ul style="list-style-type: none"> <li>○ Know about the concepts of power and its origin</li> <li>○ Know about the relationship between morale and leadership</li> </ul> </li> <li>• Possess strong ability and influence as a leader</li> </ul> <p>2. Apply leadership and decision-making skills:</p> <ul style="list-style-type: none"> <li>• Strongly apply leadership and leadership theories in the daily management of the organization appropriately</li> <li>• Arrange the appropriate exercise of power</li> <li>• Able to apply the application of decision-making skills to deal with different matters, including: <ul style="list-style-type: none"> <li>○ Identify the real problems and conduct in-depth investigations</li> <li>○ Establish a system for collecting information and multi-perspective views, and make good use of computer network information</li> <li>○ Assess risks correctly</li> <li>○ Adopt scientific decision-making procedures and formulate solutions promptly without delay</li> <li>○ Adopt the skills of empowerment, centralizing resources and transforming decision making into action plans, implementing them faithfully and conducting relevant reviews</li> </ul> </li> <li>• Communicate with staff at all levels regularly to assess the level of leadership and decision-making competencies of oneself</li> </ul> <p>3. Exhibit professionalism</p> <ul style="list-style-type: none"> <li>• Strictly uphold the code of conduct when applying leadership and decision-making skills, with the overall interests of the organization as a priority consideration</li> </ul>
Assessment Criteria	The integrated outcome requirements of this UoC are the abilities to:

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	<ul style="list-style-type: none"><li>• Apply leadership theories clearly and flexibly</li><li>• Formulate decision-making procedures to solve problems</li></ul>
Remark	