****

**Promote Innovation In A Team Environment**

Unit of Competency – BSBINN301

Performance Evidence

**Workplace Assessment 1 of 1**

**Innovative or Die!**

**In the Workplace:**

To complete this assessment you will need to complete a series of templates that relate to being innovative in your workplace.

Once you have completed the 4 topics and the templates you will need to meet with your Manager to discuss the plan and arrange sign off.

**There are 3 Parts to this assessment**.

Part 1 is to be completed after finishing Topic 2 “Organise and agree effective ways of working”,

Part 2 is to be completed after finishing Topic 3 “Support and guide colleagues”,

Part 3 is to be complete after finishing Topic 4 “Reflect on how the team is working”

**Part 1 – Modelling Innovation**

**ASSESSMENT INSTRUCTIONS**

You should have now read the content and completed the short answer questions for the first *“Create opportunities to maximize innovation within the team”* and second *“Organise and agree effective ways of working”* topics*.*

**Step 1**

At this point, please go to the following page and complete the “Modelling Innovation’ template on how well you lead the way when being innovative.

**Modelling Innovation**

Rank yourself (honestly) on these three things and establish some actions for improvement. (1 being very low and 10 being very high)

|  |  |  |
| --- | --- | --- |
| **Characteristic** | **Ranking** | **Actions** |
| Passionately believe you can make a difference where you are |  |  |
| Excite and motivate people to join your cause |  |  |
| See bigger picture and plan how to get there |  |  |

*Please return online and continue with Topic 3*

*– Support and guide colleagues.*

**Part 2 – Innovation Tools**

**ASSESSMENT INSTRUCTIONS**

You should have now read the content and completed the short answer questions for the third topic *‘Support and guide colleagues’.*

**Step 1**

At this point, please go ahead and complete the templates on pages 6, 7 & 8. With these exercises, please include your team members and encourage them to contribute ideas to you.

**Brainstorming**

In the boxes below, with your team brainstorm 24 ideas on how you can be more innovative in your team or organization. Ensure you push through the lulls of the brainstorming process and identify some *‘out there’* possibilities.

|  |
| --- |
| **Workplace Problem / Challenge: Being more Innovative in your team / organization** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Now categorise your ideas into one of three categories; 1 – not crazy enough, 2 – possibility, 3 – too crazy.

Which one did you choose?

**Edward De Bono’s Six Hats**

Utilising De Bono’s Six Hats; select a work situation that could benefit from a more creative and innovative approach. If you can’t think of one then use “How communication could be improved in your team or organization. **Now with your team step through each of the hats including a final outcome.**

|  |
| --- |
| **Work Situation:**  |
| **Blue Hat**Process |  |
| **White Hat**Facts |  |
| **Red Hat**Feelings |  |
| **Black Hat**Caution |  |
| **Yellow Hat**Optimistic |  |
| **Green Hat**New Ideas |  |
| **Blue Hat** What will we do next? What decision have we concluded? |

**Ideas Car Park**

Your team will come up with many ideas and not all are either suitable or timely. A great way to keep these ideas alive is to create a ‘car park’ for future opportunities. A Car Park register will guarantee the ideas don’t get forgotten, as they could be very advantageous for the business later on.

Once you have logged an idea in the car park, how will you communicate the action taken (or not taken) to relevant colleagues.

|  |  |  |
| --- | --- | --- |
| **Date** | **Idea.** | **Reason for no action** |
|  |  | Reason for no Action:Communication:Revisit Date: |
|  |  | Reason for no Action:Communication:Revisit Date: |
|  |  | Reason for no Action:Communication:Revisit Date: |
|  |  | Reason for no Action:Communication:Revisit Date: |

*Please return online and continue with Topic 4*

*– Reflect on how the team is working.*

**Part 3 – Manager Sign Off**

**ASSESSMENT INSTRUCTIONS**

You should have now read the content and completed the short answer questions for the fourth topic *‘Reflect on how the team is working’.*

**Step 1**

It is now time to meet with your Line Manager to discuss this Unit and to arrange sign off.

Please note, if you are unable to meet with your manager there are 3 other options available for sign off:

1. Attend a Proteus Implementation Day to be assessed by a Proteus Coach (ph: 1300 219 903 for further information).
2. Arrange an appointment at a Proteus office to be assessed by a Proteus Coach (ph: 1300 219 903)
3. Arrange an appointment for a phone meeting assessment with your Proteus Coach (ph: 1300 219 903)

**Manager’s Sign Off**

|  |  |  |
| --- | --- | --- |
| **Promote Innovation in a team environment** **– Workplace Assessment 1** | **Yes** | **No** |
| Did the student promote innovation within the team by:* modelling open and respectful communications
* contributing to the make-up and rules of the team
* planning and scheduling of activities
* reflect on activities, feedback and challenges to identify improvement options
 |  |  |
| Has the student actively encouraged others to contribute to innovation in the team? |  |  |
| Has the student implemented improvements and communicated information about them, as a result of being innovative? |  |  |
| **Feedback – Skills Performance** |  |  |
| What feedback can you give you the staff member regarding the standard of their performance in these skills listed above? (50-100 words). Please consider areas of success and areas of development. |
| **Your Feedback:** |

**Your Name:**

**Your Job Title:**

**Your Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:**

**ASSESSMENT INSTRUCTIONS**

This is the end of Workplace Assessment 1.

Please now go online to the topic menu for ‘Unit 7 - Promote innovation in a team environment’ and click on the box **‘Workplace Assessment’** to submit Workplace Assessment 1.

****

**Grading and Feedback.**

Feedback will be provided for each question through the Online Learning System. You will receive an email notification of feedback being posted.

If there are any required changes you will be given an opportunity to resubmit.

Proteus Leadership – 1300 219 903 – online@proteusleadership.com

-- End of Document --