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**Lead Team Effectiveness**

Unit of Competency – BSBLDR403

Performance Evidence

**Workplace Assessment 1 of 1**

**In the Workplace:**

To complete this assessment you will need to

Once you have completed these templates you will need to meet with your Manager to discuss this Unit and arrange sign off.

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

Part 1 is to be completed after finishing Topic 1 “Plan to achieve team outcomes”,

Part 2 is to be completed after finishing Topic 2 “Lead team to develop cohesion”,

Part 3 is to be completed after finishing Topic 3 “Participate in and facilitate work team’ and Topic 4 “Liaise with management’.

**Part 1 – Team Goals**

**ASSESSMENT INSTRUCTIONS**

You should have now read the content and completed the short answer questions for the first topic *‘Plan to achieve team outcomes’.*

**Step 1**

At this point, in conjunction with your team, please identify and record your team vision and team goals. Your team vision should be inspiring yet challenging. Your team goals should be measureable and should include at least measure on being innovative in your team. Please record these below including some of the actions.

**TEAM VISION:**

**Your Response:**

**TEAM GOALS:**

|  |  |
| --- | --- |
| **TEAM GOAL****(must be measureable)** | **ACTIONS****(include who is responsible)** |
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*Please now return online and complete Topic 2 ‘Lead team to develop cohesion’.*

**Part 2 – Lead team to develop cohesion**

**ASSESSMENT INSTRUCTIONS**

You should have now read the content and completed the short answer questions for the second topic *‘Lead team to develop cohesion’.*

**Step 1**

You are required to identify steps involved that will lead to achieving one or more of your team goals. You will need to use the Instruct, Discipline, Encourage model, outlined in this topic, to lead the team to do this. Please complete page 5 of this workbook by identifying 6 tasks you will need to INSTRUCT your team members to do. Also identify at what point you will ENCOURAGE their performance and what points will trigger you to take the DISCIPLINE approach.

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| --- | --- | --- |
| **INSTRUCT****(What are the tasks to be done?)** | **ENCOURAGE****(When should you encourage?)** | **DISCIPLINE.****(When do you need to have the tough conversation?)** |
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*Please now return online and complete Topic 3 ‘Participate in and facilitate work team’ and Topic 4 ‘Liaise with management’.*

**Part 3 – Communication and Manager sign off**

**ASSESSMENT INSTRUCTIONS**

You should have now read the content and completed the short answer questions for the third topic *‘Participate in and facilitate work team’ and the fourth topic ‘Liaise with management’.*

**Step 1**

It is now time to communicate with your Line Manager and discuss this Unit. You will need to discuss with them your team goals and how you are going achieving them, performance of your team members and any barriers you have to overcome. In these discussions you will need to record any suggestions they have and make any adjustments to your goals or actions.

**Step 2**

Once you have discussed your Team Goals and actions, it is time to arrange for sign off for this Unit

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)

**Based on your discussions with your manager, write below your amended Team Vision, Team Goals and Actions.**

**UPDATED TEAM VISION:**

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| --- | --- |
| **UPDATED TEAM GOALS****(must be measureable)** | **UPDATED ACTIONS****(include who is responsible)** |
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**Other suggestions from management:**

**Manager’s Sign Off**

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| --- | --- | --- |
| **Lead team effectiveness** **– Workplace Assessment 1** | **Yes** | **No** |
| Did the student apply knowledge of organisational goals, objectives and plans? |  |  |
| Did the student develop a team work plan including documentation of how it was generated and how it will be monitored?  |  |  |
| Did the student identify and incorporate innovation and productivity measures into the team work plan? |  |  |
| Did the student communicate with team members and management to identify and establish the team purpose, roles, responsibilities, goals, plans and objectives and resolve problems? |  |  |
| Did the student use techniques to consult, encourage, support and provide feedback to team members? |  |  |
| Did the student model team leadership behaviours and approaches? |  |   |
| Did the student liaise with management to develop the teamwork plan, resolve issues and ensure follow up action is taken?  |  |  |
| **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 page for ‘Unit 5 - Lead team effectiveness’ and click on the box **‘Workplace Assessment’** to submit Workplace Assessment 1.

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**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

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