|  |  |  |
| --- | --- | --- |
| Unit Title: Understand how to manage a team | | |
| URN: D/602/3170 |  |  |
| Credit Value: 3 |  |  |
| Level: 4 |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Assessment Method** | **Evidence Ref.**  **Page number, Method** | **Assessor Decision**  **Sign and Date** |
| **You must be able to:** | | | |
| **1 Understand the attributes of effective team performance** | | | |
| 1.1 Define the key features of effective team performance |  |  |  |
| 1.2 Compare the models used to link individual roles and development with team performance |  |  |  |
| **2 Know how to support team development** | | | |
| 2.1 Analyse the stages of team development |  |  |  |
| 2.2 Identify barriers to success and how these can be overcome |  |  |  |
| 2.3 Analyse the effect group norms may have on team development |  |  |  |
| 2.4 Differentiate between beneficial conflict and destructive conflict in teams |  |  |  |
| 2.5 Evaluate methods of dealing with conflict within a team |  |  |  |
| 2.6 Compare methods of developing and establishing trust and accountability within a team |  |  |  |
| **3 Know how to promote shared purpose within a team** | | | |
| 3.1 Evaluate ways of promoting a shared vision within a team |  |  |  |
| 3.2 Review approaches that encourage sharing of skills and knowledge between team members |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **4 Know how to promote a ‘no-blame culture’ within a team** | | | |
| 4.1 Define the meaning of a ‘no blame culture’ |  |  |  |
| 4.2 Evaluate the benefits of a ‘no blame culture’ |  |  |  |
| 4.3 Describe how systems and processes can be used to support a no blame culture |  |  |  |
| 4.4 Describe strategies for managing risks associated with a no blame culture |  |  |  |
| **5 Understand different styles of leadership and management** | | | |
| 5.1 Compare different styles of leadership and management |  |  |  |
| 5.2 Reflect on adjustments to own leadership and management style that may be required in different circumstances |  |  |  |

**Learner declaration of authenticity:**

I declare that the work presented for this unit is entirely my own work.

Learner signature: Date:

**Assessor sign off of completed unit:**

I confirm that the learner has met the requirements for all assessment criteria demonstrating knowledge and skills for this unit.

Assessor name:

Signature: Date: