

BUSINESS AND MANAGEMENT

short courses



Working in Teams

Awarding organisation: ATHE

Unit aims

Unit level: 3

Unit code: A/508/3608

GLH: 120

Credit value: 20

Unit grading structure: Pass/Merit/Distinction

Assessment guidance: Assignments in accordance with awarding organisation guidance

Good teamwork creates synergy within an organisation. This unit introduces the learner to the skills of teamwork. Learners will explore the features of an effective team, motivation and leadership and the importance of delegating, influencing and developing excellent interpersonal skills.

Learning outcomes The learner will:	Assessment criteria The learner can:		
	Pass	Merit	Distinction
1. Understand the key features of an effective team	1.1 Describe the qualities that make a team effective 1.2 Describe different team styles	1 M1 Discuss own preferred team style giving reasons for their preference	1 D1 Explain own approach to building a successful team
2. Understand the key features of an effective team leader	2.1 Outline the role of a team leader and the skills and qualities they require 2.2 Describe different leadership styles	2 M1 Explain own personal preferred leadership style	2 D1 Evaluate the team leadership skills of a specific individual
3. Understand theories of motivation	3.1 Describe different theories of motivation 3.2 With reference to leadership theory, identify those factors which are generally considered to demotivate and motivate people in the workplace	3 M1 Assess own personal motivating and demotivating factors	
4. Know the principles of effective delegation to team members	4.1 Explain the difference between delegation and abdication of responsibility 4.2 Describe the benefits and risks of delegation to managers and members of a team	4 M1 Describe the 'Eight-step plan for successful delegation'	
5. Know how to influence others	5.1 Explain what influencing is 5.2 Describe the actions and behaviours of people when they attempt to influence others 5.3 Explain the negotiation process		
6. Know how to build and maintain interpersonal relationships with colleagues	6.1 Explain the importance of creating good interpersonal relationships at work 6.2 Explain the differences between positive, negative and constructive feedback	6 D1 Analyse the characteristics of effective feedback 6 D2 Evaluate feedback to assess its effectiveness	

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Learning outcomes

The learner will:

Assessment criteria

The learner can:

Pass


Merit

Distinction


6.3 Describe the indications and common causes of disagreement in work teams

6.4 Explain the approaches people use to resolve conflict situations in work teams

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