Changing lives through learning

Qualification Unit

This unit forms part of a regulated qualification.

Unit Title: Effective Teamwork and Leadership Skills

Unit Reference Number: K/618/3262

Level: Level Two (2)

Credit Value: Four (4)

Minimum Guided Learning Hours: 32

Learning Outcome (The Learner will):		Assessment Criterion (The Learner can):	
1.	Understand the factors that contribute to effective team working	1.1	Explain the benefits of team working for a business
		1.2	Discuss ways in which conflict in a team can be managed
2.	Understand the skills and characteristics involved in being an effective leader	2.1	Describe the skills and characteristics of an effective leader and why they are important
		2.2	Describe the ways in which a leader motivates and organises a team
		2.3	Describe the role of communication skills in being an effective team leader
3.	Understand the relationship between a team leader and team member	3.1	Describe the relationship between a team leader and team member
		3.2	Explain ways in which a team leader and team member can develop effective working patterns
4.	Be able to work in, and lead a team activity	4.1	Contribute to a team activity as a member assessing own performance and effectiveness of the team
		4.2	Lead a team activity assessing own performance and effectiveness of the team
5.	Be able to use effective team leader skills	5.1	Describe ways in which you have effectively employed leadership skills

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5.2	Assess own performance as team leader identifying areas for improvement

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