Proforma BTEC Business Personalised Learning Checklist

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| **Content/Topic: Unit 19 Developing Teams in Business**  | **Red** | **Amber** | **Green** |
| **Know the importance of teams** |  |  |  |
| Types of team: formal; informal; size eg small, large; temporary project/task teams; permanent groupings |  |  |  |
| Benefits of teams: contribution to departmental and organisational productivity and effectiveness, targetingsetting and monitoring, how performance is monitored; reduction of alienation; fostering innovation;sharing expertise; implementing change; roles; identification and development of talent, eg Belbin |  |  |  |
| **Understand team development** |  |  |  |
| Team building: recruitment; induction; motivation; training; coaching; mentoring; team knowledgeeg awareness of team members’ strengths; team roles, eg Belbin; team development eg Tuckman;weaknesses; sensitivities; supporting all team members |  |  |  |
| Team performance: performance indicators; target setting; monitoring; review; performance againsttargets; support and development of team members |  |  |  |
| Team cohesion: definition of team goals; group conflict (actual, potential); group turnover, eg opportunitiesfor career progression, recognition of contributions; team leadership (strong, weak, leadership styles) |  |  |  |
| **Understand leadership attributes and skills** |  |  |  |
| Leadership: definitions; role of the leader; leadership styles eg autocratic, democratic, participative,laissez-faire; impact of styles on team performance; adapting leadership style according to situation;identifying own leadership style |  |  |  |
| Leadership skills: leadership qualities; power and authority, types of authority eg charismatic, legitimate,export, reward, coercive (French and Raven); authority and responsibility; team, task and individualneeds (Adair); model of different leadership styles eg the continuum of leadership behaviour(Tannenbaaum and Schmidt) |  |  |  |
| **Be able to work effectively in a team** |  |  |  |
| Teamworking: purpose eg to achieve goals, increase efficiency and productivity |  |  |  |
| Skills as a team member: clarifying objectives, agreeing tasks, valuing people, being receptive to feedback;encouraging other team members to recommend improvements; conflict situations; interpersonal skillseg communication (active listening, questioning, body language, assertiveness) |  |  |  |
| Responsibilities as team leader: common purpose, integrity, fairness, consistency in decision making |  |  |  |
| Skills as a team leader: communicating (verbal and non-verbal methods), planning, team building, leadingby example, providing and receiving feedback, setting objectives, motivating, consulting, problem solving,valuing and supporting others, stretching people’s talents and managing aspirations; monitoring, preventingand resolving conflict; fostering creativity; adapting leadership style according to situation |  |  |  |
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