

UNIT 2008V1

Assignment Brief: Being a team leader.

» INTRODUCTION

This unit assesses the knowledge, understanding and the skills application in the area of being an effective team leader.

The tasks set out below are designed to enable you to demonstrate that you meet all of the learning outcomes and assessment criteria for this unit.

» SCENARIO

Learners may use their own employment context, or that of another organisation with which they are very familiar, to base their assignment. However, in the case that they are not able to do so, please use the below scenario:-

You are the team leader, leading a team of 6 to 8 staff. You have been in post for 6 months and are about to speak to your manager about your role. He has asked you to consider some points for your discussion.

» TASK 1

Identify the requirements your organisation has in order to respect the cultures and views of a diverse workforce. You should provide examples of how you, as a team leader, respect the views and cultures within your organisation.

Guideline word count: 150 - 200 words

A.C. 1.1 - Identify the organisational requirements for respecting the cultures and views of others

» TASK 2

Describe the levels of authority and responsibility you have as a team leader in your organisation and explain how this affects the completion and achievement of tasks within the team.

Using examples identify how you ensure that you, as a team leader, demonstrate the attributes of integrity, fairness and consistency in actions and decision making when achieving tasks with your team.

Guideline word count: 450- 550 words

A.C. 1.2 - Describe the levels of authority and responsibility of the team leader in the organisation

A.C. 1.3 - Explain the impact of team leadership on task achievement

A.C. 1.4 - Identify the role of the team leader in maintaining integrity, fairness and consistency in actions and decision making

» **TASK 3**

Describe action-centred leadership and use examples to show how this operates within your organisation.

Guideline word count: 200- 250 words

A.C. 2.3 - Describe action-centred leadership

» **TASK 4**

Identify the key features of two different leadership styles indicating your preferred leadership style. Using examples, explain how your style of leadership adapts to different situations and why this is important. Consider your current leadership style and identify areas for development which could enable you to be more effective as a team leader.

Guideline word count: 350 - 500 words

A.C. 2.1 - Identify leadership styles

A.C. 2.2 - Identify opportunities for the team leader to develop leadership style

A.C. 2.4 - Explain how and why leadership styles are adapted in different situations

» **TASK 5**

Using examples identify what you do, as a team leader, to encourage trust and respect within your team. Identify what you do, as the team leader, to motivate your team. Describe the practical things do you do to develop your team's understanding of its shared purpose

Guideline word count: 350 - 500 words

A.C. 3.1 - Identify how to establish a culture of mutual trust and respect with the team

A.C. 3.2 - Identify what motivates team members

A.C. 3.3 - Describe how the team leader develops the team's understanding of its shared purpose

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