

# 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**

# CMI MEMBERSHIP

Support when you need it.

## » MAKE THE MOST OF YOUR MEMBERSHIP

More and more managers like you are turning to CMI for no-nonsense support that will help you make better, faster, smarter decisions. As a member of CMI, you will benefit from a comprehensive range of products and services.

Membership pays for itself many times over, not only in monetary terms but also in the incalculable effect it has in helping you develop into a better performing manager, capable of making a greater impact within your organisation.

As a learner undertaking a CMI qualification you are automatically registered as a member, giving you access to the benefits below, full details can be found online [www.managers.org.uk/individuals/existing-members](http://www.managers.org.uk/individuals/existing-members).



### MANAGEMENTDIRECT

Our online learning portal, accessible on any device means you have access to up to the minute management and leadership resources, including, books, articles, videos and CMI's popular checklists. Click the 'Study Support' button to find resources aligned to each AC set out in your assignment briefs. What's more, ManagementDirect records your activity, so you can always save content to go back to a later date.



### NETWORKING OPPORTUNITIES

Be a part of our regional member networks. Make valuable business contacts and meet with like-minded people at our frequent events around the UK from regional conferences to more bespoke themed events and talks.



### CMI MENTORING

Our mentoring scheme provides practical support to managers at all levels of their career. Members can sign up as a mentor or mentee on our online system. Mentoring provides the opportunity for a learning experience for the mentor and mentee and elevates knowledge sharing to a practical level.



### PUBLICATIONS

Latest news and best practice delivered direct to you. Receive Professional Manager and Management Today (depending on your membership grade). You'll also receive weekly e-newsletters.



### CAREER DEVELOPMENT CENTRE

Whether you're on that first rung on the management ladder or are a seasoned pro looking to progress, CMI have a wealth of information and advice available to support you via our careers development centre. Tools include, self-diagnostic tests to support learning styles, personality or assertiveness, CV building and review service, job hunting advice and interview simulator.