

## BSBWOR502 LEAD AND MANAGE TEAM EFFECTIVENESS

### PRACTICAL ASSESSMENT INSTRUCTIONS

- The following practical assessment will require the participant to complete work related activities.
- Observations will be conducted of the participant's work to determine whether they display sufficient practical skills and knowledge.
- Please fill in the details below, providing your name, signature and date of assessment.
  - Your signature acknowledges that the assessor provided clear instructions and the participant understood what was required to complete this assessment.
- The assessor may substitute a Practical Task with another task of equal value.
  - Alternate tasks must be fully documented by the assessor.

Participant name Dale Driscoll

Participant signature



Assessor name Brad Bonell

Assessor signature



Date 13/07/2020

| Number of tasks | Number of tasks completed | Satisfactory?                       |                          |
|-----------------|---------------------------|-------------------------------------|--------------------------|
|                 |                           | Yes                                 | No                       |
| 1               | 1                         | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

| ASSESSOR COMMENTS |
|-------------------|
|                   |

## BSBWOR502 LEAD AND MANAGE TEAM EFFECTIVENESS

| Practical Task 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                     |
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| <b>Description of task:</b><br>A suitable observer is to verify the participant's ability to lead teams in the workplace and to actively engage with the management of the organisation.<br><br>These tasks may be simulated or real. The participant is to gather evidence of how they have completed each component of the Practical Task, which is to be submitted with this Practical Assessment sheet. The observer is to provide detailed comments on the tasks completed by the participant. The assessor is to verify the observer's comments in the Assessor Comments section, and provide the Practical Assessment outcome on the front cover of this document. |                                                                                     |
| <b>Resources required:</b><br>Project documentation, Office equipment and resources.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                     |
| Assessment of task                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                     |
| <b>Name of participant:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Dale Driscoll                                                                       |
| <b>Name of observer:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Brad Bonell                                                                         |
| <b>Role of observer<br/>(Confirm suitability to sign)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Project Manager                                                                     |
| <b>Email address of observer</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | bbonell@beavisbartels.com.au                                                        |
| <b>Signature of observer:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>Date:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 13/07/2020                                                                          |
| <b>When completing the task, did the participant:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Tick if satisfactorily completed.<br/>Provide comments if left unticked.</b>     |
| 1 Establish team performance plan                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                     |
| 1.1A. Consult team members to establish a common understanding of team purpose, roles, responsibilities and accountabilities in accordance with organisational goals, plans and objectives.                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <input checked="" type="checkbox"/>                                                 |
| 1.1B. Develop performance plans to establish expected outcomes, outputs, key performance indicators (KPIs) and goals for work team.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input checked="" type="checkbox"/>                                                 |
| 1.1C. Support team members in meeting expected performance outcomes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/>                                                 |
| 2 Develop and facilitate team cohesion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                     |
| 1.2A. Develop strategies to ensure team members have input into planning, decision making and operational aspects of work team.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <input checked="" type="checkbox"/>                                                 |
| 1.2B. Develop policies and procedures to ensure team members take responsibility for own work and assist others to undertake required roles and responsibilities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input checked="" type="checkbox"/>                                                 |
| 1.2C. Provide feedback to team members to encourage, value and reward individual and team efforts and contributions.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/>                                                 |
| 1.2D. Develop processes to ensure that issues, concerns and problems identified by team members are recognised and addressed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/>                                                 |

| 3 Facilitate teamwork                                                                                                                                         |                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
| 1.3A. Encourage team members and individuals to participate in and to take responsibility for team activities, including communication processes.             | <input checked="" type="checkbox"/> |
| 1.3B. Support the team in identifying and resolving work performance problems.                                                                                | <input checked="" type="checkbox"/> |
| 1.3C. Ensure own contribution to work team serves as a role model for others and enhances the organisation's image for all stakeholders.                      | <input checked="" type="checkbox"/> |
| 4 Liaise with stakeholders                                                                                                                                    |                                     |
| 1.4A. Establish and maintain open communication processes with all stakeholders.                                                                              | <input checked="" type="checkbox"/> |
| 1.4B. Communicate information from line manager/management to the team.                                                                                       | <input checked="" type="checkbox"/> |
| 1.4C. Communicate unresolved issues, concerns and problems raised by team members and follow-up with line manager/management and other relevant stakeholders. | <input checked="" type="checkbox"/> |
| 1.4D. Evaluate and take necessary corrective action regarding unresolved issues, concerns and problems raised by internal or external stakeholders.           | <input checked="" type="checkbox"/> |
| The participant's performance was: <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Not Satisfactory                                 |                                     |

| OBSERVER COMMENTS |
|-------------------|
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