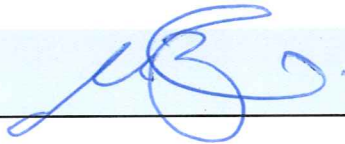


BSBWOR502 LEAD AND MANAGE TEAM EFFECTIVENESS

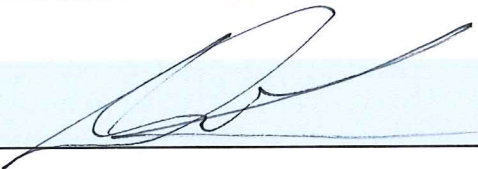
PRACTICAL ASSESSMENT INSTRUCTIONS

- 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 MARK SZTYBEL

Participant signature 

Assessor name Damien French

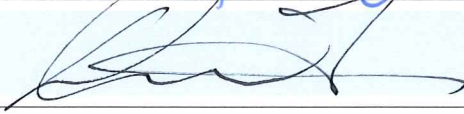
Assessor signature 

Date Click here to enter a date. 14/1/22

Number of tasks	Number of tasks completed	Satisfactory?	
		Yes	No
1		☐	☐

ASSESSOR COMMENTS

BSBWOR502 LEAD AND MANAGE TEAM EFFECTIVENESS

Practical Task 1	
Description of task: 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. 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.	
Resources required: Project documentation, Office equipment and resources.	
Assessment of task	
Name of participant:	MAXX SZYBEL
Name of observer:	Damien french.
Role of observer (Confirm suitability to sign)	Senior Project Manager
Email address of observer	damienfrench@nilser.com.au.
Signature of observer:	
Date:	Click here to enter a date. 14/1/22
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.
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.	☒
1.1B. Develop performance plans to establish expected outcomes, outputs, key performance indicators (KPIs) and goals for work team.	☒
1.1C. Support team members in meeting expected performance outcomes.	☒
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.	☒
1.2B. Develop policies and procedures to ensure team members take responsibility for own work and assist others to undertake required roles and responsibilities.	☒
1.2C. Provide feedback to team members to encourage, value and reward individual and team efforts and contributions.	☒
1.2D. Develop processes to ensure that issues, concerns and problems identified by team members are recognised and addressed.	☒

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

OBSERVER COMMENTS
— HOLDS WEEKLY TEAM MEETINGS SEEKING INPUT FROM THE FLOOR — MINUTES CARRY THROUGH TO ENSURE ACTION — ON THE BACK OF THIS TASK HE IMPLEMENTED A SIMPLE REWARD SYSTEM IN THE WEEKLY TOOL BOX — ATTENDS AND ENCOURAGES OPEN CONVERSATION DURING TOOLBOXES — IMPLEMENTED A TASK TRACKING SPREADSHEET THAT CAN BE ENTERED INTO PRODUCTION CONTROL SOFTWARE — ATTENDS WEEKLY SUBCONTRACTOR CO-ORD AND DISTRIBUTES MINUTES TO STAFF

Mark Sztybel

From: Mark Sztybel
Sent: Friday, 14 January 2022 12:07 PM
To: Simon McFerran
Subject: 3 week lookahead
Attachments: NILSEN Review 3 Week Programme 13-12-2021.pdf

Simon,

The 3 week look ahead where it shows we should have been installing Wednesday

Regards

Mark Sztybel
Project Manager



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E marksztybel@nilsen.com.au
1/33 Miller Street, Murarrie QLD 4172

**Nilsen SA win 2 NECA
Awards and the 20/21
Perpetual Trophy**

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SAMPLE
COMMUNICATE INFORMATION

Division	Contracting	Project	Queens Wharf ICT	Job No.	60142		
Client	Multiplex/Built	Location	Site	Date	14/01/2022	Time	11.30

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Apologies:

1) Toolbox Training Topic:

Details/Comments:

2) Outstanding from previous meeting:

By Whom

Date

Complete

3) Client/Project/HSE requirements:

By Whom

Date

Complete

4) PPE Requirements:

Full PPE Required on site at All Times. INC Safety Glasses, Hearing Protection as Required and Gloves as Per SWMS.

5) Incidents/Near Hits etc.: (Remember – Don't wait until a HSE meeting to report an incident)	Date	Complete
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6) Hazards/environmental issues identified:	By Whom	Date	Complete
List all hazards/environmental issues identified by HSE inspections/Incident reports etc. by employees/Client. Add to Site Corrective Action Register			

7) Forward planning: (to make the job safer)	By Whom	Date	Complete
Tools:			

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Persons Training:			
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Materials/Plant:			
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SWMS			
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8) General HSE business/feedback for previous employee raised HSE issues, incidents etc.:	By Whom	Date	Complete
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TEAM ACHIEVEMENTS FOR THE WEEK - Discussion			
INDIVIDUAL AWARD – Discussion (extra ½ hr smoko)			

Meeting closed (time):

9) Work Activities (Trade Activities and Interfaces. Use when Pre Start/Toolbox Meetings are combined)

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Project Supervisor Comments:

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Signed:		Date:	
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NILSEN ATTENDEES:

NAME	SIGN	TIME IN	SIGN	TIME OUT	Take 5 (✓ or X)

SUB-CONTRACTOR ATTENDEES:

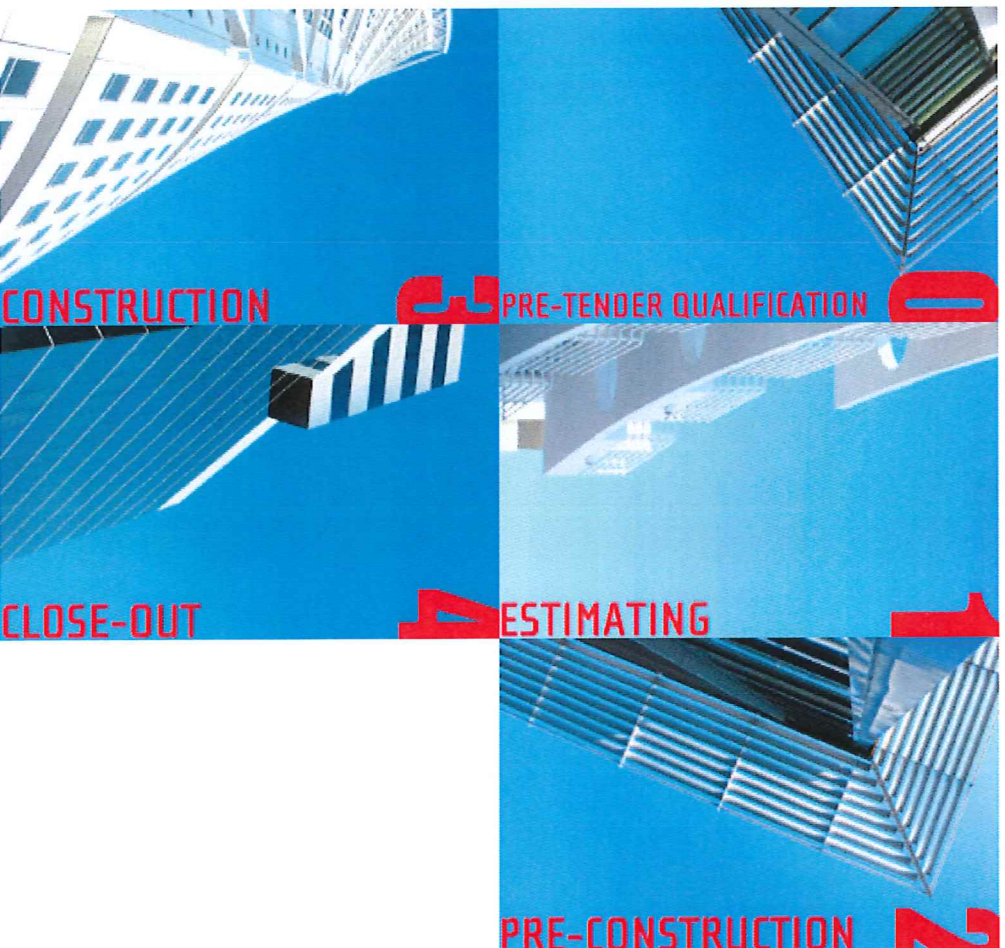
NAME/COMPANY	SIGN	TIME IN	SIGN	TIME OUT	Take 5 (✓ or X)



THE NILSEN WAY

[Full Calendar](#)

Q: Can I view a demonstration of Intranet DASHBOARD?



[View All Documents](#)