

Practical Task 1 (2X)

Description of task:

On two (2) occasions, a suitable observer is to verify the participant's ability to lead team effectiveness, including:

- Developing a team work plan that provides –
 - Documentation of how it was generated and how it will be monitored
 - Incorporation of innovation and productivity measures
- Communicating with team members and management to –
 - Identify and establish the team purpose, roles, responsibilities, goals plans objectives
 - Consult, encourage, support and provide feedback
 - Model team leadership behaviours and approaches
 - Resolve problems

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. Evidence to be submitted may include:

- Meeting minutes (e.g. subcontractor meeting, HSE committee meeting)

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:

Nil

Assessment of task

Name of participant:	Danielle Henderson		
Name of observer:	David James		
Role of observer (Confirm suitability to sign)	General Manager		
Email address of observer	David.james@perigon.com.au		
Signature of observer:			
Date:	15/11/19.		
When completing the task, did the participant:	Tick if satisfactorily completed. Provide comments if left unticked.		
	1 st Occasion	2 nd Occasion	
1.A. Lead and consult with the team to document work plan, incorporating: • Team purpose, roles, responsibilities, goals, plans and objectives • Innovation and productivity measures • Notes on how the work plan was generated and how it would be monitored	☒	☒	
1.B. Lead team to develop cohesion, including: • Providing opportunities for input of team members into planning, decision making and operational aspects • Encouraging and supporting team members to take responsibility for own work and to assist each other • Providing feedback to team members to encourage, value and reward individual and team efforts and contributions	☒	☒	

1.C. Participate in and facilitate work team, including: - Leading and supporting team members in meeting expected outcomes, through delegation and work allocation - Actively encouraging team members to participate in and take responsibility for team activities and communication processes - Giving the team support to identify and resolve problems, issues and concerns - Acting as a role model to enhance the organisation's image	☒	☒
1.D. Maintain open communication by passing information from management to the team and vice versa (including issues, concerns and problems) and ensuring follow-up action was taken.	☒	☒
The Participant's performance was: ☒ Satisfactory ☐ Not Satisfactory		

OBSERVER COMMENTS

As General Manager, Danielle reports directly to me. As a business we have adapted "Procore" to monitor and manage our Quality and OH & S systems.

Danielle has taken on the challenge of rolling out the integration of converting the system from paper based to being managed under the Procore software system. Danielle's role is to ensure every person that uses the system, is trained in how the system works and how it integrates back into the Perigon processes.

To Danielle's credit she has done an outstanding job and has build more visual reporting tools to further automate the progress of the reporting.

As a business our reporting is live and is continuous and requires on going planning involving all the team members or it will just stop.

Danielle is the key driver on the planning processes required to maintain the teams are always up to date and are aware of their roles and time frames in front of them.

From Danielle's meetings I receive up to date information on the outcomes of the Procore meeting which gives me the comfort we are doing our due diligence.

Well done Danielle.