

## CHECKLIST – UNDERSTANDING HOW TO ESTABLISH AN EFFECTIVE TEAM

SUGGESTED WORD COUNT RANGE: 3,600-4,200*	
<b>Learning outcome, section 1:</b> Understand how to develop and maintain effective working relationships	
Assessment criteria (AC)	How to pass notes
<p>AC 1.1 Explain the benefits of effective working relationships in developing and maintaining the team.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Explain how at least two factors (such as trust or productive conflict) benefit working relationships within a team.</li> <li><input type="checkbox"/> Explain why each of these factors are effective in developing and maintaining a team. Your answer must focus on the whole team rather than individual team members.</li> <li><input type="checkbox"/> Examine how those benefits help to <b>develop</b> and <b>maintain</b> the team.</li> </ul>
<p>AC 1.2 Describe behaviours which could develop and maintain trust at work.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describe at least two behaviours that could <b>develop</b> trust at work.</li> <li><input type="checkbox"/> Describe how your chosen behaviours also help to <b>maintain</b> trust within a team once trust has been established in the workplace.</li> </ul>
<p>AC 1.3 Explain the role of communication in developing effective team working.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describe at least two ways in which team members communicate with each other such as Microsoft Teams, Email etc.</li> <li><input type="checkbox"/> Explain why these communication methods enable the team to work together effectively.</li> </ul>
<b>Learning outcome, section 2:</b> Understand how to build a team	
Assessment criteria (AC)	How to pass notes
<p>AC 2.1 Explain the differences between a group and a team.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Describe the main features and benefits of a group.</li> <li><input type="checkbox"/> Describe the main features and benefits of a team.</li> <li><input type="checkbox"/> Describe the differences between groups and teams and the advantages of a team over a group. A good way of approaching this answer is by using the word 'whereas'. For example, explain how a group might approach something and then go on to explain: <i>'whereas a team would...'</i>.</li> </ul>
<p>AC 2.2 Describe the stages of an established model of group formation.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify a team formation model. Tuckman's stages of group development is the model typically discussed here.</li> <li><input type="checkbox"/> Describe in detail each stage of team development in this model. In the description of each stage, include: how the members are behaving; what the role of the leader is; what the effect on the team's work is, etc.</li> </ul>

<p>AC 2.3 Explain how a manager could benefit from knowing team members' preferred roles as defined in an established team role model.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify an established team role model. Belbin's team roles model is the most commonly used here.</li> <li><input type="checkbox"/> Explain how a manager would use the model (e.g. would they use a questionnaire to find out each person's roles within their team?)</li> <li><input type="checkbox"/> Explain how a manager could use their knowledge of this model and their team's preferred roles to benefit team working.</li> <li><input type="checkbox"/> Explain why this is beneficial for the manager and the team.</li> </ul>
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<p style="text-align: center;"><b>Verb guide</b></p> <p style="text-align: center;">The verbs below are used in questions and will guide you on the level of detail required in your answer.</p>			
Identify	Describe	Explain	Assess
<p>List the topic(s) or issue(s) and provide a supporting sentence to expand on them and add extra detail.</p>	<p>What something looks like, for example, its key features.</p>	<p>A description of the topic with a detailed justification of how and why these things are achieved.</p>	<p>Making a judgement based on a set criterion supported by objective evidence.</p>

**\*Assignment word count**

Your assignment should be between 3,600 and 4,200 words. You may go over this amount by up to 20% to reach a maximum total of 5,040 words.

**Please note:**

- If your assignment is longer than 5,040 words you will be requested to shorten it.
- If your word count is significantly below 3,600 words it is unlikely that you have included enough detailed information to pass.

The word count guidelines aim to ensure focus and clarity in your writing and help you judge how much detail you need to include.