

Introduction to Team Leadership 3

The table below outlines the sequence, timing and the content for each module. The Introduction tab in each module within Moodle, provides details of what you need to do before you attend the face-to-face sessions.

This is a Flipped Classroom learning programme which uses a combination of online and face-to-face (F2F) learning. You will be introduced to the online learning material before the face-to-face session, where you will deepen your understanding.

You are required to manage your own learning and time, to ensure you complete all assessments within the given timeframes.

INTRODUCTION

| DATE | SESSION | CONTENT COVERED | DIRECTED LEARNING HOURS | SELF-DIRECTED LEARNING HOURS |
|------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------------|
| | Introduction | <p>During this initial introduction you will familiarise yourself with:</p> <ul style="list-style-type: none">▪ Programme details▪ Programme requirements▪ Your facilitator▪ Your group▪ Using different Moodle tools <p>You will be required to:</p> <ul style="list-style-type: none">▪ Meet with your manager to develop three individual learning goals▪ Submit these via Moodle▪ Review and complete the Workplace Introduction questions located in the Pre-Learning Goals module tab on Moodle | 5 | 3 |

UNDERSTANDING THE WORKPLACE

| MODULE 1 | | | | |
|----------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------------|
| DATE | SESSION STAGE | CONTENT COVERED | DIRECTED LEARNING HOURS | SELF-DIRECTED LEARNING HOURS |
| | Pre-Face-to-Face (F2F) Online | <p>You will be required to read and complete activities in preparation for your first F2F group session in regard to:</p> <ul style="list-style-type: none"> ▪ Communication ▪ Goals and Objectives ▪ Problem-solving / decision-making ▪ Leadership styles <p>You will complete a set of “Key Questions” to take along to the F2F session.</p> | 15 | 3 |
| | F2F Workshop | <p>In this face-to-face group session you will contextualise and apply new knowledge and skills to your own business situation that relate to:</p> <ul style="list-style-type: none"> ▪ Understanding the principles of stakeholder communication ▪ Demonstrating knowledge of objective setting ▪ Understanding fundamental problem-solving and decision-making practices ▪ Recognising different leadership styles | 6 | 0 |

MODULE 1

| DATE | SESSION STAGE | CONTENT COVERED | DIRECTED LEARNING HOURS | SELF-DIRECTED LEARNING HOURS |
|------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------------|
| | Post-F2F Online | Review content and activities to consolidate your learning from your F2F session including: <ul style="list-style-type: none"> ▪ Notes you made in your workbook from your F2F session ▪ Session one online video and website resources ▪ Self-reflection | 7 | 3 |
| Due Dates: | Assessment | Complete and submit all tasks for Unit Standard 29043 Complete Progress Reviews for Unit Standards 29041 Refer to Assessment Schedule at end of this document for a full overview | 15 | 3 |

WORKING EFFECTIVELY IN A TEAM (1)

| MODULE 2 | | | | |
|----------|-------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------------|
| DATE | SESSION STAGE | CONTENT COVERED | DIRECTED LEARNING HOURS | SELF-DIRECTED LEARNING HOURS |
| | Pre-Face-to-Face (F2F) Online | <p>You will be required to read and complete activities in preparation for your next F2F group session in regard to:</p> <ul style="list-style-type: none"> ▪ Communication with the team ▪ Working effectively ▪ Leadership styles affect teamwork <p>You will complete a set of “Key Questions” to take along to the F2F session.</p> | 22 | 8 |
| | F2F Workshop | <p>In this face-to-face group session you will contextualise and apply new knowledge and skills to your own business situation that relate to:</p> <ul style="list-style-type: none"> ▪ Understanding principles for effective team performance ▪ Working cooperatively within a team, and contribute to the achievement of objectives ▪ Understanding different leadership styles for effective team performance | 6 | 0 |

MODULE 2

| DATE | SESSION STAGE | CONTENT COVERED | DIRECTED LEARNING HOURS | SELF-DIRECTED LEARNING HOURS |
|------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------------|
| | Post-F2F Online | Review content and activities to consolidate your learning from your F2F session including: <ul style="list-style-type: none">▪ Notes you made in your workbook from your F2F session▪ Session two online video and website resources▪ Self-reflection | 22 | 8 |
| Due dates: | Assessment | Complete Progress Reviews for Unit Standards 29041 and 29042 Refer to Assessment Schedule at end of this document for a full overview | 30 | 4 |

WORKING EFFECTIVELY IN A TEAM (2)

| MODULE 3 | | | | |
|----------|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------------|
| DATE | SESSION STAGE | CONTENT COVERED | DIRECTED LEARNING HOURS | SELF-DIRECTED LEARNING HOURS |
| | Pre-Face-to-Face (F2F) Online | <p>You will be required to read and complete activities in preparation for your next F2F group session in regard to:</p> <ul style="list-style-type: none"> ▪ Supporting diversity ▪ Professional behaviour ▪ Reliability and self-management <p>You will complete a set of “Key Questions” to take along to the F2F session.</p> | 60 | 8 |
| | F2F Workshop | <p>In this face-to-face group session you will contextualise and apply new knowledge and skills to your own business situation that relate to:</p> <ul style="list-style-type: none"> ▪ Recognising and responding positively to a team situation ▪ Demonstrating professional and ethical behaviour in a socially and culturally appropriate manner ▪ Understanding how good self-management can enhance business performance | 6 | 0 |

MODULE 3

| DATE | SESSION STAGE | CONTENT COVERED | DIRECTED LEARNING HOURS | SELF-DIRECTED LEARNING HOURS |
|-----------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------------|
| | Post-F2F Online | Review content and activities to consolidate your learning from your F2F session including: <ul style="list-style-type: none">▪ Notes you made in your workbook from your F2F session▪ Session three online video and website resources▪ Self-reflection | 42 | 12 |
| Due date: | Assessment | Complete Progress Reviews for Unit Standards 29041 and 29042 Refer to Assessment Schedule at end of this document for a full overview | 30 | 12 |

APPLYING PRINCIPLES FOR EFFECTIVE TEAMS

| MODULE 4 | | | | |
|----------|-------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------------|
| DATE | SESSION STAGE | CONTENT COVERED | DIRECTED LEARNING HOURS | SELF-DIRECTED LEARNING HOURS |
| | Pre-Face-to-Face (F2F) Online | <p>You will be required to read and complete activities in preparation for your next F2F group session in regard to:</p> <ul style="list-style-type: none"> ▪ Problem-solving / decision-making ▪ Self-management ▪ Team objectives ▪ Communication <p>You will complete a set of “Key Questions” to take along to the F2F session.</p> | 40 | 10 |
| | F2F Workshop | <p>In this face-to-face group session you will contextualise and apply new knowledge and skills to your own business situation that relate to:</p> <ul style="list-style-type: none"> ▪ Applying problem-solving and decision-making techniques ▪ Applying self-management strategies ▪ Developing team objectives ▪ Communicating with stakeholders | 6 | 0 |

MODULE 4

| DATE | SESSION STAGE | CONTENT COVERED | DIRECTED LEARNING HOURS | SELF-DIRECTED LEARNING HOURS |
|------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------------------|
| | Post-F2F Online | Review content and activities to consolidate your learning from your F2F session including: <ul style="list-style-type: none">▪ Notes you made in your workbook from your F2F session▪ Session four online video and website resources▪ Self-reflection | 34 | 10 |
| Due dates: | Assessment | Complete and submit all tasks for Unit Standards 29041 and 29042 Refer to Assessment Schedule at end of this document for a full overview | 40 | 10 |

Assessment Timetable

Introduction to Team Leadership 3

| DUE DATES FOR SUBMISSIONS | |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Monday 27 th May 2019 | <p>Progress Review for Describe and Compare Different Styles of Team Leadership for a Business Entity - Unit Standard 29043</p> <ul style="list-style-type: none"> ▪ Complete and upload all BLUE tasks within Unit Standard 29043 for facilitator review |
| Monday 10 th June 2019 | <p>Progress Review for Apply Principles for Effective Performance Within a Team - Unit Standard 29041</p> <ul style="list-style-type: none"> ▪ Complete and upload all BLUE tasks within Unit Standard 29041 for facilitator review |
| Monday 12 th August 2019 | <p>Progress Review for Apply Principles for Effective Performance Within a Team - Unit Standard 29041</p> <ul style="list-style-type: none"> ▪ Complete and upload all GREEN tasks within Unit Standard 29041 for facilitator review |
| Monday 26 th August 2019 | <p>Progress Review for Develop Objectives for a Team - Unit Standard 29042</p> <ul style="list-style-type: none"> ▪ Complete and upload all GREEN tasks within Unit Standard 29042 for facilitator review |
| Monday 21 st October 2019 | <p>Progress Review for Apply Principles for Effective Performance Within a Team - Unit Standard 29041</p> <ul style="list-style-type: none"> ▪ Complete and upload all ORANGE Module Two tasks for facilitator review |

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|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Monday 11th November 2019 | Progress Review for Develop Objectives for a Team - Unit Standard 29042 <ul style="list-style-type: none"> ▪ Complete and upload all ORANGE tasks within Unit Standard 29042 for facilitator review |
| Monday 27th January 2020 | Describe and Compare Different Styles of Team Leadership for a Business Entity - Unit Standard 29043 <ul style="list-style-type: none"> ▪ Complete and submit all tasks for Unit Standard 29043 ▪ Training Verification Form |
| Monday 10th February 2020 | Apply Principles for Effective Performance Within a Team - Unit Standard 29041 <ul style="list-style-type: none"> ▪ Complete and submit all tasks for Unit Standard 29041 ▪ Training Verification Form |
| Monday 17th February 2020 | Develop Objectives for a Team - Unit Standard 29042 <ul style="list-style-type: none"> ▪ Complete and submit all tasks for Unit Standard 29042 ▪ Training Verification Form |