Assignment brief
Learning Outcomes and
Assessment Criteria 2018-19

Sample number: 2

Unit Title: Team Building – AF5/3/AA/02G

Overview of assessment task

You are required to produce a briefing paper titled *Team Leadership Skills.* The paper would offer evidence based advice on how to get a quality performance through effective team leadership.

Your briefing paper should:
1. Demonstrate an understanding of how a team functions effectively making specific reference to team roles and team dynamics and citing specific work based examples on how the two factors can influence team effectiveness.
2. Compare and contrast a variety of team leadership characteristics. It must also offer an analysis of the way these leadership characteristics might have a positive or negative effect on a team.
3. Make a judgement on a variety of team leadership styles assessing pros and cons of each style or leadership approach.

Your paper should be written using a formal style of writing and points should be supported with evidence from credible sources.   1200 words (+/- 10%)

Learning outcomes and assessment criteria

Learning Outcomes	Assessment Criteria
1. Understand the role and characteristics of a success team leader	1.1. Compare and contrast a variety of leadership characteristics 1.2. Analyse their effects in an organisational context
2. Understand leadership skills and own preferred style	2.1. Evaluate a variety of leadership styles
3. Understand team roles and the importance of mixed personalities	3.1. Compare and contrast team and individual roles 3.2. Analyse team dynamics 3.3. Comment on how this can influence team interactions

Grading Descriptors and Components 2018-19

Sample number: 2

Unit title: Team Building – AF5/3/AA/02G

GD 2: Application of knowledge

Merit	Distinction

The student, student's work or performance:
 	
a. makes use of relevant
   • ideas
 	
and
 	
c. **very good** levels of
   • insight
	The student, student's work or performance:
	
	a. makes use of relevant
	   • ideas
	
	and
	
	c. **excellent** levels of
	   • insight

GD 7: Quality

Merit	Distinction
The student, student's work or performance: c. taken as a whole, demonstrates a **very good** response to the demands of the brief/assignment	The student, student's work or performance: c. taken as a whole, demonstrates an **excellent** response to the demands of the brief/assignment

Assignment One

Business

Team Building

Team Leader characteristics

Leadership characteristics are qualities that every perfect leader should have. Some of the major qualities that a good leader needs to have are honesty delegate and been positive. These are really important qualities that every good leader has to have to make a very successful work team and a successful business too.

Honesty

Every leader needs to be honest with their employees as that is part of how they get along with each other during their work all leaders must be honest and open with their employers. The work environment will be a very positive and helpful place where the workers will feel happy. Furthermore, when you are an honest leader you present yourself in a good manner and all of the workers look up to their leaders so the employees may follow in their footsteps of their leader as honesty is one of the key qualities a good leader has [https://www.forbes.com/sites/morganstanley/2017/10/12/the-corporate-sustainability-disconnect/#2d4e4a2d349b].

If a leader has not got honesty in an organisation the business will become unsuccessful. Every work team need a positive leader because if they don't have a positive leader the employees work will not be good and there will be no effort been put into the organisation. Also the team may not get along and will feel unhappy and the work environment it will be a negative place where no help is given to the team. If a leader has not got honesty they aren't even a leader as they team follow the leader's footsteps they will also not be honest this is not good for the organisation as it will become unpopular.

Delegate

Every leader needs to have delegation because all leaders should trust their work employees or their team and also all leaders know every strength of their team members. A good leader should know which departments have the most strength doing a certain task so they can give the correct task to each team this is a very important professional quality that can be advanced when the business becomes more successful. On the other hand, all team members in a business need a task that they are happy and will enjoy doing something that they are strong at. This will be good for business as the team will work hard and will get good results which will be great for the business and the leader [https://www.forbes.com/sites/morganstanley/2017/10/12/the-corporate-sustainability-disconnect/#2d4e4a2d349b].

If a leader has not got delegation in an organisation the business will become very unprofessional as the team workers will do tasks that they are not strong or good at doing so they won't put in the effort for the tasks this will also lead to very unpopular business as they organisations work from the team and the team leader will not be up to good standards. This will not be good as they business will not make any money from their work that is bad standard from the team tasks which will be the team leaders fault for not delegating tasks correctly. This is a key quality for all team leaders to have its also very important too for the organisation as it will be unsuccessful so the quality cannot be advanced and the team leader and team members will not be doing a very good job.

Positive

Every leader needs to be positive because that is definitely one of the key qualities that a team leader needs this is the main thing that a leader has which makes every team have lots of motivation. Everyone needs that great team leader who is very positive that is the key to success in a business. A positive leader keeps the teams perks up this could be by providing snacks for the workers like tea and coffee. In addition, when the workers are positive happy and have a good leader they will also work very hard too [
https://www.forbes.com/sites/morganstanley/2017/10/12/the-corporate-sustainability-disconnect/#2d4e4a2d349b].

If a leader has not got a positive attitude the team will not be motivated during work and completing tasks this will not make the team very happy. Furthermore, if the team are not motivated they will hand work in late and will not have very good time keeping. This will not be good for the organisation or the team leader as they won't be getting any business if they have no work or tasks completed for the day it is due. If a team leader is not positive the workers will not want to go to work as it won't be a happy environment they will feel stressed it is not good for any organisation. Negative team leader probably won't give the employees snacks or tea and coffee either so the employees will be worn out and have no energy and no work will get done.

Leadership Styles

Leadership styles are how a leader approaches to motivate their team with plan and direction. The first study of Leadership Styles was carried out by Kurt Lewin when he guided a team of researchers. Kurt Lewin carried out his investigation in 1939 as he wanted to discover different types of Leadership Styles that a leader has. The leadership styles are autocratic leaders, democratic leaders and laissez-faire leaders.

Autocratic Leaders

Autocratic Leaders are leaders that have to be in charge all of the time and have all of the authority they make every decision in the business themselves and do not involve their employees. An autocratic leader is not a good leader as they do not consult their employees this is a weakness for a team leader as they are very poor at making important decisions within the business [http://www.learn-to-be-a-leader.com/lewin.html] .

Democratic Leaders

Democratic leaders are leaders that consult themselves and their team leaders this makes a really good team leader because not only do they involve their employees they also make the decision based on the employee's opinions and make the best decision for the whole business the team work together to get the amazing outcome the team members and team leaders want for the business. The leader style will come out with really good outcomes in their tasks as they treat all the team members equally [http://www.learn-to-be-a-leader.com/lewin.html].

Laissez – Faire Leaders

Laissez-Faire Leaders are leaders that are very open towards letting their team members to having a huge say in the decision making and don't get involved much themselves. This could cause problems of a laisse-faire leader because if they don't get involved there could be a lot of pressure on the team members to know if they are doing a good job or not. They are leaders who do not contribute towards the decision making and do not consult themselves. This will only be a good thing if the team members are very strong and decision making is one of their qualities. [http://www.learn-to-be-a-leader.com/lewin.html] .

Belbin Team Roles

A team are a group of people that work together that have lots of different responsibilities and team roles that achieve goals to their best and get an amazing outcome. There are lots of team roles these include shapers; implementers completer-finishers these are action roles. There are also people roles these include team worker's, coordinators and resource investigators. Furthermore, there are other team roles which as plants monitor evaluators and specialists these are thought roles [http://www.mindtools.com/pages.article/newLDR_83.htm].

Appendix

Belbin Team Roles

A shaper is someone who likes the pressure and competition during a cast they are also very good at problem solving. These are the team members that achieve goals

this is good as it will make the business very successful [
http://www.mindtools.com/pages.article/newLDR_83.htm].

An implanter are team members that you can trust to do the work done in the
business. These team members are very organised. They can sometimes not be
good in business as they cannot like change and this could be a result of some team
workers that may not get along [
http://www.mindtools.com/pages.article/newLDR_83.htm].

A completer – finisher is a team member that likes everything about the work to be
perfect they like all of the work to be finished on time and every minor detail that is
incorrect they have to fix. Complete Finishers are very orderly [
http://www.mindtools.com/pages.article/newLDR_83.htm].

A team worker is someone who is really great working with lots of people in a team
they are very supportive towards their employees and are always there to help them.
Team workers are very popular group members [
http://www.mindtools.com/pages.article/newLDR_83.htm].

A coordinator is a team member that is very similar to a team leader. They know the
value and strength of each team leader and what they bring to the business. They
are quite open to the other team members are very good natured [
http://www.mindtools.com/pages.article/newLDR_83.htm].

A resource investigator searches for resources on behalf of the team. The work with
external stakeholders and interest quickly. [
http://www.mindtools.com/pages.article/newLDR_83.htm].

A plant is a person with all of the creative and new ideas for the business. These are
team members that do not like negative feedback on their new ideas and want them
all to be brilliant [http://www.mindtools.com/pages.article/newLDR_83.htm].

A monitor evaluator normally evaluates not just the team members but the new ideas
from the plants. From every new idea they get all then positives and negatives about
that idea before they use it. [
http://www.mindtools.com/pages.article/newLDR_83.htm].

A specialist is a team member that provides specialized knowledge for all of the
other team members. They are professional team members [
http://www.mindtools.com/pages.article/newLDR_83.htm].

Team Dynamics and Team Interactions

Team dynamics can have a big impact of lots of things this includes the profit of a
business if people enjoying doing work nor not team performance and more. They
are forces that effect the teams work and performance. Team dynamics have a huge
part in a business it can affect the team member's performance, work, behaviour, the

enjoyment and environment. Team dynamics can be good if it improves the performance and the workers and they enjoy it. [http://www.teamtechnology.co.uk/team/dynamics/definition/].

Team interactions also have a big impact on team dynamics on how the team work and get on. If it was a negative environment and they didn't enjoy the business they would be very unhappy to work there. Furthermore, if they didn't get along with their co-workers that would affect the team dynamic massively no work would get done for the business and the team workers would disagree on everything. The business would become very unsuccessful
[http://blog.peoplefirstps.com/connect2win/teaminteractions].