

ASSESSMENT 3: PROJECT

Identify strategies to build work teams, Strengthen Communications in the team and Resolve Conflict

For this assessment, you must develop strategies to build work teams, strengthen communication in the team and resolve conflicts and submit a written project report on how you have identified the strategies, explaining the strategies, impact of the strategies and what consultation procedure has been used to identify these strategies. You are allocated with a week's time to complete this assessment and their project report must not be more than 2000 words.

Specifications that must be included in your project report are mentioned below:

- Strategies on how will you 'Involve the team'. Student can explain this part by answering the questions below:
 - Explain the benefits of involving team in decision making, planning and operational aspects of the work
 - Explain the disadvantages and problem that may occur when the Manager does not actively involve the team in decision making, planning and operational aspects of their work
 - Give an example of the scenario when the Manager did not actively seek input from the team
 - Describe an example or a scenario where the Manager has actively seek input from the team
 - Describe the methods and strategies that Manager used to involve the team
 - Describe the outcome
- Key aspects and methods of building a 'self-managing team'. Answering the questions below, will help you to write about the key aspects and methods:
 - Explain the key aspects of managing a team. Contrast this with a team that requires supervision, monitoring and direction on a day to day basis
 - Describe the methods that you need in order to facilitate your team to a self-managing team and to communicate effectively with one another to achieve team's goal
- The ways to give feedback to the team and Reward excellence in performance. Answering the questions below, will help you to write about the key aspects and methods:
 - Discuss the importance of recognising and rewarding individual and team excellence in performance
 - Give an example of a time when you recognised and rewarded excellence in team's performance.
 - Explain how you ensure that you comply with the organisational policies and procedures when recognising excellence in performance
- Methods to ensure ways to recognise issues or problems faced by the team. Answering the questions below, will help you to write about the key aspects and methods:
 - Describe the process and procedure that you can put in place to ensure that you become aware of issues, problems or concerns of the team as they occur
 - Describe the type of process that you could put in place in order to address team's issues and concerns.
 - Give an example of a time when you became aware of an issue, problem or concern raised by a member of your team and explain the problem, how did you resolve the problem and what was the outcome.
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