Assessment Task 3:

Assessment Task	Collaborative Leadership Team Project
Schedule	Week 9
Outcomes Assessed	**Performance Criteria:** 1.6, 2.1, 2.2, 2.3, 2.4, 2.5, 2.6, 2.7, 2.8, 3.1, 3.2, 3.3, 3.4, 3.5, 4.1, 4.2, 4.3, 4.4, 4.5 Addresses some elements of required skills and knowledge as shown in the Assessment Matrix

Description:

In an Australian Institute of Management (AIM) Survey of Australian Business Leadership, it was found that Australian executives use all aspects of transformational leadership - particularly individualised consideration and inspirational motivation. Active and passive management by exception are much less frequently used. Australian executives also generally rate their leadership styles more highly than their counterparts overseas.

In this leadership project, you will have an opportunity to work with a small team of classmates (in a role play) in completing a chosen project and evaluate your own leadership style and capabilities in the process.

This task will be based on collaborative leadership principles and all the team members will assume responsibility for their assigned tasks. All the decision within the team will be made by consensus. Individual behaviour and work style will be evaluated through a leadership survey at the end of the project.

The project starts by selection of a team project task that can be completed in a relatively small time frame (1-2 days) and does not involve use of any specialist equipment or external resources. Ideally, the project task should be completed within the college environment. Some of the examples of project task can be;

- Preparing a presentation brochure
- Presenting a new product design
- Cleaning up a cluttered area
- Putting up a garden bed (small area)
- Conducting a seminar for college students
- Organising a party or get together

Your team may think of other project tasks that would require a small team of people. Any expenses should be avoided and the existing college resources must be used where possible. Your project task selection will need to be approved by your trainer/assessor before your commence.

The project should be initiated early in the term to allow for timely preparation and completion of the task by the end of the term.

The project flow includes;

- Select project task and obtain approval
- Form team
- Communicate and organise a meeting
- Take meeting notes
- Designate tasks and responsibilities
- Set team communication guidelines
- Identify safety and resource requirements
- Set project quality guidelines and expectations
- Organise required resources
- Commence the project

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- Monitor progress and provide assistance
- Maintain communication with the team and resolve problems
- Maintain a positive team environment and motivate each other
- Complete the task
- Assess outcome and work quality

Through this project, each team member, at some point of time – and in their designated work area – will have an opportunity to provide leadership to the team.

At the end of the project, write a brief report of the project highlighting contribution of each of the team members and the team process. The report must be brief (1-2 pages) and word processed with appropriate headings.

Leadership Survey

Leadership Development Needs Assessment (LEADNA) is developed by volunteers of the US Department of Energy (DOE) Carlsbad Area Office (CAO) and WEC. LEADNA (provided as a separate Word template) will be used to conduct the leadership survey.

Instructions to use the survey and guide to survey results are contained within the instrument. A key to successful completion of this tool is to read each behavioural scale closely and then go with your first impression. If you encounter a scale covering behaviour that you have not had the opportunity to observe, simply skip that scale.

Each group member will conduct the survey for themselves. In effect, all the team members will provide feedback on each other's leadership style and characteristics.

Completed surveys must be submitted along with the group documentation.

Assessment Criteria

The following assessment criteria will be used for marking this assessment task;

- Appropriate project task is selected and approved for the leadership project
- Project plan is discussed and documented in a team meeting
- Key project tasks are identified and designated to team members
- Team communication guidelines are established
- Project cost and resource requirements are determined and agreed
- Project resources are organised
- Project commences as per the set timeline and members resume their roles
- Team communication is maintained throughout
- Project is completed as per the schedule and set quality expectations
- Team operated in a coherent environment and maintained performance
- Project report is appropriately structured and presented
- Project report highlights key processes, records and team dynamics
- LEADNA survey is conducted and completed
- Survey results are evaluated to determine own leadership development needs

Submission Guidelines

Submit:

- Copies of all communications between team members
- Copies of minutes or notes of team meetings
- Project planning documents (hand-written notes etc.) where available
- Project task list

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