

## Technical Advisor – Assistance Documentation

<b>341 Leading and motivating a team effectively</b>	<b>Additional notes to help with unit 8600 - 341</b>
<p>1.1 Explain the importance of the team having a common sense of purpose that supports the overall vision and strategy of the organisation</p>	<p><b>Explain means</b> How does it work? Involves some description of a topic with an account of the practices or uses associated with the topic, or characteristics of the topic. It may also imply some reasons for those practices, depending on context.</p> <p>You may start by defining what a team is and how it differs from a group of people. You need to make clear the role of the team and the reasons the team exists (i.e. its common purpose). You then need to say how the team supports the overall vision and strategy of the organisation.</p>
<p>1.2 Explain the role that communication plays in establishing a common sense of purpose</p>	<p><b>Explain means – see above</b>            Define the <b>purpose</b> of communication and its differing forms e.g. presentations, team meetings, email etc. and explain how these can be used to establish a consistent and clearly understood common sense of purpose within the team.            Note: its not just types of communication we need here the purpose of communication is key.</p>
<p>1.3 Assess the effectiveness of own communication skills on the basis of the above</p>	<p><b>Assess means</b> - Is this to the required standard? Examining a topic and making a judgement, based on standard criteria. An assessment will judge each element individually. An assessment does not consider any causal factors but focuses primarily on impact or outcomes.</p> <p>You need to assess yourself against a <b>standard</b>.</p> <p>The criteria you could use</p> <ul style="list-style-type: none"> <li>▪ choosing effective times and places to communicate with the team and individuals</li> <li>▪ selecting appropriate communication methods</li> <li>▪ communicating clearly and accurately</li> <li>▪ active listening skills</li> <li>▪ receiving and responding appropriately to feedback</li> </ul>

	<p>You need to make a <b>judgement</b> and draw a <b>conclusion</b> – with examples – of your ability to use these techniques and behaviours to communicate a common sense of purpose.</p>
<p>2.1 Describe the main motivational factors in a work context and how these may apply to different situations, teams, and individuals</p>	<p><b>Describe means - What does it look like?</b> A detailed account of the principal features of the topic.</p> <p>You should use a recognised model of motivation (e.g. Maslow, Herzberg, McClelland etc) to outline the features of what motivates people in the workplace. You then need to provide examples of how these may vary in different contexts and in different teams and with different individuals.</p>
<p>2.2 Explain the importance of a leader being able to motivate teams and individuals and gain their commitment to objectives</p>	<p><b>Explain means</b> – see above</p> <p>Using the examples from 2.1, expand on why the leader needs to understand and apply these motivational factors so that the team and team members are committed to their objectives.</p>
<p>2.3 Explain the role that the leader plays in supporting and developing the team and its members and give practical examples of when this will be necessary</p>	<p><b>Explain means</b> – see above</p> <p>Discuss the role of a leader in providing feedback, offering support and development opportunities to both the team and team members. Use either your examples from 2.1 or you may use different examples to fully explain your answer.</p>