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| Title: | | Setting team objectives in the workplace | | |
| Level: | | 2 | | |
| Credit value: | | 2 | | |
| Unit guided learning hours | | 6 | | |
| Learning outcomes (the learner will) | | | Assessment criteria (the learner can) | |
| 1. Understand methods of time management | | | 1.1  1.2  1.3 | Explain the need for effective time management  List time management techniques and practices  Describe a time management technique that can be used to achieve a personal/team objective |
| 1. Be able to set, prioritise and monitor SMART objectives for the team | | | 2.1  2.2  2.3 | Explain the importance of workplace team objectives  Set SMART objectives to achieve team objective  Outline ways of monitoring progress against objectives |
| 1. Be able to assess achievement of workplace objectives | | | 3.1  3.2  3.3 | Review achievement of SMART objectives against success criteria  Gather feedback on team performance  Identify areas for Team development and improvement for achieving workplace objectives |
| **Additional information about the unit** | | |  | |
| Unit purpose and aim(s) | | | To develop an understanding of and be able to set monitor and review achievement of objectives against success criteria. | |
| Details of the relationship between the unit and relevant national occupational standards or professional standards or curricula (if appropriate) | | | Links to MSC 2008 NOS: A1, B5, F5, F7 | |
| Assessment requirements or guidance specified by a sector or regulatory body (if appropriate) | | |  | |
| Support for the unit from a sector skills council or other appropriate body (if required) | | | Council for Administration (CfA) | |
| Equivalencies agreed for the unit (if required) | | | n/a | |
| Location of the unit within the subject/sector classification system | | | 15.3 Business Management | |
| **Additional Guidance about the Unit** | | | | |
| **Indicative Content:** | | | | |
| 1 | * Time management techniques * SMART objectives, and how to set them (personal and organisational) * Setting priorities to achieve personal and workplace team objectives | | | |
| 2 | * Setting and describing SMART objectives for development and application * Planning and charting goals, targets and objectives over time * Monitoring techniques to ensure plans are achieved in time (and within budget) | | | |
| 3 | * Developing flexibility, responding to changing circumstances at a daily level * Ways to measure achievement of objectives * Feedback gathering and analysis for identifying future improvement | | | |