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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
 | 1.11.21.3 | 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
 | 2.12.22.3 | 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
 | 3.13.23.3 | 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
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| 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)
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| 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
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