**Assignment Task for Unit: Developing yourself as a team leader**

**Development plan**

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| **Centre Number:** | **Centre Name:** | |
| **Learner Registration No:** | **Learner Name:** | |
| **TASK**  The purpose of the unit is to enable you to develop yourself as a team leader  Effective Team Leaders understand their roles, functions and responsibilities; and the limits of their authority and accountability. They also know how to seek, accept and respond positively to feedback on personal performance to improve their workplace performance.  In order to complete this task you will need to create a personal development plan. You will need to identify current strengths and weaknesses and areas for improvement. A part of this will be outlining the role of a team leader and the impact they have on their team. Think about how you interact with your team, gathering feedback from your team on this, as well as your performance as a team leader in general. Once you have identified areas for improvement you will need to develop a plan to achieve this with clear criteria for measuring success.  You could include feedback from your line manager in addition to that of your colleagues. You may have other documentation you could use such as a Personal Development Review from your workplace.  Your plan should include:   * Stage 1. What needs to be developed * Stage 2. What actions/development needs to be done to achieve this * Stage 3. How success will be determined * Stage 4. Target date for completion   **NOTE:**  *If you are not currently working within an organisation, then you may complete this task in relation to an organisation with which you are familiar. This could include experience working in a voluntary capacity.*  *You should plan to spend approximately 5 hours preparing for and writing or presenting the outcomes of this assignment for assessment. The 'nominal' word count for this assignment is 1000 words: the suggested range is between 800 and 1500 words.*  *Check your assignment carefully prior to submission using the assessment criteria.* | | |
|  | | Assessment Criteria |
| Understand the role and responsibilities of the team leader. | | Outline the role of the team leader (12marks)  List the responsibilities of the team leader within the team (8marks)  Outline the limits of the team leaders authority and their accountability (12marks)  Give an example of a situation where they would need to refer to someone with senior authority (8 marks) |
| Be able to seek feedback on their workplace performance to identify strengths, weaknesses and areas for improvement | | Gather feedback on own performance from different sources (12 marks)  Interpret the feedback and list areas for improvement (20marks)  Prepare an action plan to address weaknesses and improve performance (28marks) |
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| **By submitting I confirm that this assignment is my own work** | | |