

UNIT OUTLINE



BSBLED401 DEVELOP TEAMS AND INDIVIDUALS

This unit describes the performance outcomes, skills and knowledge required to determine individual and team development needs and to facilitate the development of the workgroup. It is a unit focused on team building for your peers and co-workers.

UNIT OBJECTIVES

On successful completion of this unit you will be able to:

1. Determine development needs
2. Develop individuals and teams
3. Monitor and evaluate workplace learning

TRAINING AND SKILL PRACTICE

You will receive a copy of the smallPrint text book to support training in this unit.

The book focuses on the elements required to be successful in developing teams and individuals.

To support your training, you will be given a series of activities to complete which include gathering feedback from others, discussing service requirements with a manager, researching regulations for employee development needs, researching industry roles and expectations.

You are required to practice skills such as communication, analysis, team building, and mentoring.

ASSESSMENT TASKS

For this unit assessment consists of a theory test and projects which build on the skills and knowledge required to produce a training needs analysis, plan training for the team and analyse the effectiveness of training outcomes.

FEEDBACK

Regular feedback is encouraged, and you can provide this to your Trainer at each visit or you are welcome to forward your comments direct to our administrative team. There is also a feedback section on our website which provides another option for you.

Should you wish to make a complaint or lodge an appeal please refer to your Terms and Conditions or our website for information on the procedure for this.

AVAILABLE SUPPORT

Your Trainer is available to you from 8:30am to 4:30pm each weekday and will provide you their contact details.

Alternately our office is available 8:30am to 4:30pm each weekday and our CEO is available 24 / 7.

Full contact details for our team are available on our website.

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REFERENCE MATERIAL

You will need access to information about skills and training required for different job roles in your service as well as company policies and procedures.

Access to the regulations and standards for the industry are necessary to ensure a full understanding of team development requirements.

Other reference material to support your training and assessment is listed at the end of the relevant textbook chapter.