



Excellect 209 (PTY) LTD Trading as

**NICORE**

**Training and Development**

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## **PARTICIPATE EFFECTIVELY IN A TEAM OR GROUP**

US 114936

NQF Level: 02

Credits: 2

### **COURSE OVERVIEW**



### **PURPOSE OF THE UNIT STANDARD**

This Unit Standard is intended for learners at all levels who are members of groups or teams. It will equip them to be effective members of teams or groups both in the workplace and in the community.

The qualifying learner is capable of:

- Identifying the advantages and disadvantages of working in a team or group.
- Identifying the characteristics of an effective team or group.
- Identifying the roles and responsibilities of individuals in a team or group.
- Identifying techniques to manage group dynamics.

### **Specific Outcomes and Assessment Criteria:**

#### **SPECIFIC OUTCOME 1**

Identify the advantages and disadvantages of working in a team or group.

#### **ASSESSMENT CRITERIA**

1. Reasons why people work together in teams or groups are explained with reference to different types of activity.
2. Situations in own environment where working in a team would be more beneficial than working as an individual are investigated based on personal observation.
3. Potential risks associated with working in a team or group are identified in terms of negative consequences for the individual and the group.

#### **SPECIFIC OUTCOME 2**

Identify the characteristics of an effective team or group.

#### **ASSESSMENT CRITERIA**

1. The characteristics of an effective team or group are explored for different types of groups.
2. The reasons why a specific group or team is effective in working together are explained with particular reference to the purpose of the group and relationships within the group or team.
3. Behaviours and attitudes that reflect positive relationships are identified with examples.
4. The role of communication channels in building relationships is discussed for a specific group or team.
5. The potential impact of own strengths and weaknesses on a particular group or team is identified and an indication is given of how these could affect relationships and the achievement of group goals.

#### **SPECIFIC OUTCOME 3**

Identify the roles and responsibilities of individuals in a team or group.

#### **ASSESSMENT CRITERIA**

1. The different roles required for the effective functioning of a selected group are described for a specific situation.



2. The responsibilities of each member of a team or group are identified in relation to the purpose and goals of the group.
3. The learner's own role in a specific group is explained in terms of contribution, responsibility and accountability.

### **SPECIFIC OUTCOME 4**

Identify and apply techniques to manage group dynamics.

### **ASSESSMENT CRITERIA**

1. Techniques for managing conflict constructively are investigated for a specific group situation.
2. Problem solving processes are discussed as a means of finding creative solutions.
3. The importance of effective communication as a technique is explained and an indication is given of the consequences of poor communication for group dynamics.
4. The process of review and reflection is demonstrated as a means of monitoring individual and group achievement.