

ASTPES7

Allocate and check work in your team



Overview

This unit is about ensuring that the work required of your team is effectively and fairly allocated amongst team members. It also involves checking on the progress and quality of the work of the team members to ensure that the required level of standards or performance is being met.

The unit is recommended for team leaders.

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Performance criteria

You must be able to:

- P1 confirm the work required of the team with your manager and seek clarification, where necessary, on any outstanding points and issues
- P2 plan how the team will undertake its work, identifying any priorities or critical activities and making best use of the available resources
- P3 allocate work to team members on a fair basis taking account of their skills, knowledge and understanding, experience and workloads and the opportunity for development
- P4 brief team members on the work they have been allocated and the standards or level of expected performance
- P5 encourage team members to ask questions, make suggestions and seek clarification in relation to the work they have been allocated
- P6 check the progress and quality of the work of team members on a regular and fair basis against the standard or level of expected performance and provide prompt and constructive feedback
- P7 support team members in identifying and dealing with problems and unforeseen events
- P8 motivate team members to complete the work they have been allocated and provide, where requested and where possible, any additional support and/or resources to help completion
- P9 monitor the team for conflict, identifying the cause(s) when it occurs and dealing with it promptly and effectively
- P10 identify unacceptable or poor performance, discuss the cause(s) and agree ways of improving performance with team members
- P11 recognise successful completion of significant pieces of work or work activities by team members and the overall team and advise your manager
- P12 use information collected on the performance of team members in any appraisal of performance

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Knowledge and understanding

General knowledge and understanding

You need to know and understand:

- K1 different ways of communicating effectively with members of a team
- K2 the importance of confirming/clarifying the work required of the team with your manager and how to do this effectively
- K3 how to plan the work of a team, including how to identify any priorities or critical activities and the available resources
- K4 how to identify and take account of health and safety issues in the planning, allocation and checking of work
- K5 why it is important to allocate work across the team on a fair basis and how to do so
- K6 why it is important to brief team members on the work they have been allocated and the standards or level of expected performance and how to do so
- K7 ways of encouraging team members to ask questions and/or seek clarification and make suggestions in relation to the work which they have been allocated
- K8 effective ways of regularly and fairly checking the progress and quality of the work of team members
- K9 how to provide prompt and constructive feedback to team members
- K10 how to select and apply a limited range of different methods for motivating, supporting and encouraging team members to complete the work they have been allocated, improve their performance and for recognising their achievements
- K11 the additional support and/or resources which team members might require to help them complete their work and how to assist in providing this
- K12 why it is important to monitor the team for conflict and how to identify the cause(s) of conflict when it occurs and deal with it promptly and effectively
- K13 why it is important to identify unacceptable or poor performance by members of the team and how to discuss the cause(s) and agree ways of improving performance with team members
- K14 the type of problems and unforeseen events that may occur and how to support team members in dealing with them
- K15 how to log information on the ongoing performance of team members and use this information for performance appraisal purposes

Industry / sector specific knowledge and understanding

You need to know and understand:

- K16 industry/sector specific legislation, regulations, guidelines, code of practice relating to carrying out work
- K17 industry/sector requirements for the development or maintenance of knowledge, understanding and skills

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Context specific knowledge and understanding

You need to know and understand:

- K18 the members, purpose and objectives of your team
- K19 the work required of your team
- K20 the available resources for undertaking the required work
- K21 the organisation's written health and safety policy statement and associated information and requirements
- K22 your team's plan for undertaking the required work
- K23 the skills, knowledge and understanding, experience and workloads of team members
- K24 your organisation's policy and procedures in terms of personal development
- K25 reporting lines in the organisation and the limits of your authority
- K26 organisational standards or levels of expected performance
- K27 organisational policies and procedures for dealing with poor performance
- K28 organisational grievance and disciplinary policies and procedures
- K29 organisational performance appraisal systems

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Additional Information

Behaviours

1. You make time available to support others.
2. You clearly agree what is expected of others and hold them to account.
3. You prioritise objectives and plan work to make best use of time and resources.
4. You state your own position and views clearly and confidently in conflict situations.
5. You show integrity, fairness and consistency in decision-making.
6. You seek to understand people's needs and motivations.
7. You take pride in delivering high quality work.
8. You take personal responsibility for making things happen.
9. You encourage and support others to make the best use of their abilities.
10. You are vigilant for possible risks and hazards.

Skills

Listed below are the main generic skills which need to be applied in allocating and checking work in your team. These skills are explicit/implicit in the detailed content of the unit and are listed here as additional information.

1. Communicating
2. Providing feedback
3. Planning
4. Reviewing
5. Motivating
6. Valuing and supporting others
7. Problem solving
8. Monitoring
9. Decision making
10. Prioritising
11. Team building
12. Managing conflict
13. Information management
14. Leadership
15. Coaching
16. Delegating
17. Setting objectives

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