

CFAMLD5

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 team members to ensure that the required level or standard or performance is being met.

The unit is recommended for team leaders.

This unit is linked to units:

- B5 Provide leadership for your team
- D1 Develop productive working relationships with colleagues
- D6 Allocate and monitor the progress and quality of work in your area of responsibility
- D7 Provide learning opportunities for colleagues
- D8 Help team members address problems affecting their performance in the overall suite of National Occupational Standards for Management and Leadership.

CFAMLD5

Allocate and check work in your team

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 standard or level of expected performance
- P5 recognise and seek to find out about differences in expectations and working methods of any team members from a different country or culture and promote ways of working that take account of their expectations and maximise productivity
- P6 encourage team members to ask questions, make suggestions and seek clarification in relation to the work they have been allocated
- P7 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
- P8 support team members in identifying and dealing with problems and unforeseen events
- P9 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
- P10 monitor the team for conflict, identifying the cause(s) when it occurs and dealing with it promptly and effectively
- P11 identify unacceptable or poor performance, discuss the cause(s) and agree ways of improving performance with team members
- P12 recognise successful completion of significant pieces of work or work activities by team members and the overall team and advise your manager
- P13 use information collected on the performance of team members in any formal appraisal of performance

CFAMLD5

Allocate and check work in your team

Knowledge and understanding

You need to know and understand:

General knowledge and understanding

- 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 sustainable resources and ensure their effective use when planning the work of a team
- K5 how to identify and take due account of health and safety issues in the planning, allocation and checking of work
- K6 why it is important to allocate work across the team on a fair basis and how to do so
- K7 Why it is important to brief team members on the work they have been allocated and the standard or level of expected performance and how to do so
- K8 the values, ethics, beliefs, faith, cultural conventions, perceptions and expectations of any team members from a different country or culture and how your own values, ethics, beliefs, faith, cultural conventions, perceptions, expectations, use of language, tone of voice and body language may appear to them
- K9 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
- K10 effective ways of regularly and fairly checking the progress and quality of the work of team members
- K11 how to provide prompt and constructive feedback to team members
- K12 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 and improve their performance, and for recognising their achievements
- K13 the additional support and/or resources which team members might require to help them complete their work and how to assist in providing this
- K14 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
- K15 how to take account of diversity and inclusion issues when supporting and encouraging team members to complete the work they have been allocated
- K16 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

CFAMLD5

Allocate and check work in your team

- of improving performance with team members
- K17 the type of problems and unforeseen events that may occur and how to support team members in dealing with them
- K18 how to log information on the ongoing performance of team members and use this information for performance appraisal purposes

You need to know and understand:

Industry/sector specific knowledge and understanding

- K19 industry/sector specific legislation, regulations, guidelines, codes of practice relating to carrying out work
- K20 industry/sector requirements for the development or maintenance of knowledge, understanding and skills

You need to know and understand:

Context specific knowledge and understanding

- K21 the members, purpose and objectives of your team
- K22 the work required of your team
- K23 the available resources for undertaking the required work
- K24 the organisation's written health and safety policy statement and associated information and requirements
- K25 your team's plan for undertaking the required work
- K26 the skills, knowledge and understanding, experience and workloads of team members
- K27 your organisation's policy and procedures in terms of personal development
- K28 reporting lines in the organisation and the limits of your authority
- K29 organisational standards or levels of expected performance
- K30 organisational policies and procedures for dealing with poor performance
- K31 organisational grievance and disciplinary policies and procedures
- K32 organisational performance appraisal systems

CFAMLD5

Allocate and check work in your team

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' that 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.

Communicating
Providing feedback
Planning
Reviewing
Motivating
Valuing and supporting others
Problem-solving
Monitoring
Decision-making
Prioritising
Team-building
Managing conflict
Information management
Leadership
Coaching
Delegating
Setting objectives
Stress management

CFAMLD5

Allocate and check work in your team

Developed by CFA Business Skills @ Work

Version number 1

Date approved March 2009

Indicative review date March 2011

Validity Current

Status Original

Originating organisation Management Standards Centre

Original URN D5

Relevant occupations Managers and Senior Officials; Business management

Suite Management and Leadership National Occupational Standards 2008

Key words management, leadership, communicating, planning, reviewing, stress, prioritising, delegating, monitoring, decision-making, solving, feedback, motivating, conflict, coaching