

## Planning and Leading a Complex Team Activities

Please use the headings shown below in bold, when writing up your assignment	Assessment Criteria
<p><b>Be able to plan a complex team activity</b></p> <p>Provide the purpose, aims and measurable objectives for a complex team activity and to identify the tasks and resources required, taking any operational constraints into consideration.</p> <p>You are then required to produce a correct and appropriate implementation plan for the activity, assessing operational or safety issues that apply.</p>	<ul style="list-style-type: none"> <li>• Define the purpose, aims and objectives of the activity <b>(8 marks)</b></li> <li>• Identify the tasks and resources required for the activity, including an operational constraints that apply <b>(12 marks)</b></li> <li>• Produce a plan for the implementation of activity <b>(16 marks)</b></li> <li>• Assess the risks and any operational or safety issues that apply to the activity <b>(12 marks)</b></li> </ul>
<p><b>Be able to communicate information on the activity to your team</b></p> <p>Present information on the activity to your team: this will include inviting questions, responding appropriately to questions, and communicating roles and responsibilities to team members</p>	<ul style="list-style-type: none"> <li>- Present information on the activity to your team, inviting questions and seeking to clarify any uncertainties <b>(16 marks)</b></li> <li>- Communicate allocations of roles and responsibilities to team members <b>(8 marks).</b></li> </ul>
<p><b>Be able to review own ability to lead a team through a complex activity</b></p> <p>Review your ability to lead a team through a complex activity by using a combination of feedback from team members and leadership theory or practice to identify the strengths and weaknesses of your performance.</p> <p>You are then required to produce a self-development plan based on feedback and a self-assessment to improve own planning and leadership skills.</p>	<ul style="list-style-type: none"> <li>- Collect feedback on your ability to lead the team through a complex activity <b>(8 marks)</b></li> <li>- Review own performance, identifying leadership strengths and weaknesses <b>(8 marks)</b></li> <li>- Produce a development plan to improve own planning and leadership skills, using feedback and self-assessment <b>(12 marks)</b></li> </ul>