Unit Title:	**Principles of team leading**
OCR unit number:	4
Level:	2
Credit value:	5
Guided learning hours:	37
Unit reference number:	R/506/2294

Unit aim and purpose

This unit aims to develop knowledge and understanding required to lead a team. Upon completion of this unit, learners will have developed an understanding of key team leading principles, including leadership styles, team dynamics and team motivation. Learners will also develop an understanding of techniques used to manage the work of teams and the impact of change management within a team.

Learning Outcomes	Assessment Criteria	Additional Guidance
The Learner will: 1 Understand leadership styles in organisations	**The Learner can:** 1.1 Describe characteristics of effective leaders 1.2 Describe **different leadership styles** 1.3 Describe ways in which leaders can **motivate** their teams 1.4 Explain the benefits of effective leadership for organisations	**Leadership styles** may include: • Authoritarian • Paternalistic • Democratic • Laissez-faire **Different ways to motivate people** may include: • Team building • Goal setting / clear targets • Performance measurement • Encouragement and feedback • Rewarding • Inspiring • Empowering • Supporting • Coaching • Promoting creativity • Provide meaningful and challenging work • Training and development

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Learning Outcomes	Assessment Criteria	Additional Guidance
2 Understand team dynamics	2.1 Explain the purpose of **different types** of teams 2.2 Describe the stages of team development and behaviour 2.3 Explain the concept of **team role theory** 2.4 Explain how the principle of **team role theory** is used in team building and leadership 2.5 Explain typical sources of conflict within a team and how they could be managed	**Types of teams** may include: • Strategic • Management • Operational • Support • Temporary • Virtual • Project • Self-directed **Team role theory** refers to theorists including Belbin, Myers Briggs, Maslow
3 Understand techniques used to manage the work of teams	3.1 Explain the factors to be taken into account when setting targets 3.2 Describe a **range of techniques** to monitor the **flow of work of a team** 3.3 Describe techniques to identify and solve problems within a team	**Work Flow Techniques** may include: • Flow Charts • Activity Diagram • 5S • Adon Boards • Kamishibai Boards
4 Understand the impact of change management within a team	4.1 Describe typical reasons for organisational change 4.2 Explain the importance of accepting change positively 4.3 Explain the potential impact on a team of negative responses to change 4.4 Explain how to implement change within a team	
5 Understand team motivation	5.1 Explain the meaning of the term “motivation” 5.2 Explain factors that affect the level of motivation of team members 5.3 Describe **techniques** that be used to **motivate team members** 5.4 Explain how having motivated staff affects an organisation	Motivational **techniques** may include: • Recognition • Teamwork development • Positive reinforcement • Trust • Respect • Goal Setting • Employee

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Learning Outcomes	Assessment Criteria	Additional Guidance
		development

Assessment

This unit is internally assessed by centre staff and externally verified by OCR Assessors.

Guidance on assessment

N/A

National Occupational Standards (NOS) mapping/signposting

The mapping in the table below provides an indication of where evidence might be available for assessment against some of the knowledge and understanding contained in the national occupational standards (NOS). It does not claim to guarantee that evidence will meet the NOS.

NOS can be viewed on the relevant Sector Skills Council's website or the Occupational standards directory at www.ukstandards.co.uk.

Occupational standards	Unit number	Title
Management & Leadership (2012) National Occupational Standards:	CFAM&LBA3	• Lead your team

Additional information

For further information regarding administration for this qualification, please refer to the OCR document '*Admin Guide: Vocational Qualifications' (A850)* on the OCR website www.ocr.org.uk .