

U077 1 Key skill assessment: working with others

<p>Criteria for assessment: evidence you present must show you can:</p>	<p>Checklist: check that your evidence shows what you have done to:</p>
<p align="center"><i>Develop a strategy for working with others.</i></p>	
<p>Establish opportunities for working with others and clearly identify what you hope to achieve.</p> <p>Research information to inform planning and how you will work with others.</p> <p>Plan work with others, negotiating responsibilities and working arrangements for achieving agreed objectives.</p>	<p>A statement of the group activity with a description of the context in which you are working, e.g. group project, team activity, and 2 or 3 outcomes with an explanation of why these are important to you. Make sure your outcomes are specific to help you identify when they have been achieved.</p> <p>A list of reference sources including people who may be able to support you in developing your skills and completing the work. Check that sources are referenced correctly and accurately.</p> <p>A summary of the meetings/discussions that states the tasks to be done.</p> <p>A plan to achieve the work that:</p> <ul style="list-style-type: none"> • divides the work into parts and allocates people; • gives review points and time schedule/deadlines for the parts. <p>Revisions to the plan and records of why revisions/modifications were made.</p> <p>A summary of:</p> <ul style="list-style-type: none"> • what was done to allocate roles and responsibilities; • what was done to identify boundaries for the work and line management; • what was done to ensure quality achieved; • the methods to be used for the work.
<p align="center"><i>Monitor progress and adapt your strategy to achieve agreed objectives.</i></p>	
<p>Take a leading role in helping you and others to develop effective co-operation and efficiently meet your responsibilities.</p> <p>Exchange constructive feedback on progress and agree ways to resolve any conflict.</p>	<p>Your lead role in managing an activity, e.g. how you obtained resources and support and organised tasks to meet health, safety and other legal, ethical or company requirements. Reflect on ways you have achieved this – has it been done in ways that help you and others to be both efficient and effective in meeting your responsibilities?</p> <p>Notes/records of what you did to establish co-operative ways of working, and how you maintained the momentum. Evidence needs to show you are familiar with motivational theories and can put them into practice, and that you</p>

<p>Reflect critically on your work with others and adapt your strategy as necessary to achieve agreed objectives.</p>	<p>understand the effect your own style of working and communication may have on others, e.g. in creating an appropriate climate for team work.</p> <p>Using particular example(s) you should also show that you know how to apply methods for helping to resolve conflict and handle complaints (e.g. of equal opportunities, harassment). If no difficulties have arisen present notes to record this.</p> <p>Assess feedback by considering if it is descriptive, factual and explicit, if ownership of what is said is admitted, and if negative comments are turned into positive intent. Consider if you can create a climate that encourages others to give their views, offers options for future action and is one where you are able to agree with others how to overcome difficulties.</p> <p>Present notes/records that show you have made progress checks on the work and in developing your skills in working with others. Include feedback records that have helped you monitor performance and make decisions.</p> <p>You may find it helpful to keep notes or a diary/log detailing how you have adapted your strategy in response to changes in the work or circumstances.</p>
<p><i>Evaluate your strategy and present the outcomes from your work with others.</i></p>	
<p>Bring together and clearly present the outcomes of your work with others.</p> <p>Agree the extent to which work with others has been successful and the objectives have been met.</p> <p>Assess the effectiveness of your strategy, including factors that affected the outcomes, and identify ways of further improving your skills in working with others.</p>	<p>Present outcomes using methods that best suit the purpose and nature of the work, the situation and the skills of group members.</p> <p>Assess the quality of the work by making connections between criteria/feedback comments and your own judgement of your performance.</p> <p>Identify those factors that impacted on the outcomes of the work with others, e.g. motivational factors, behaviours, resources and levels of expertise, and assess the strengths and weaknesses of your strategy, including your own skills.</p> <p>Relate goals for improvement to progress so far and to possibilities for future development.</p>