**Answers – Developing Personal and Team Effectiveness Level 3**

**Assignment B**

**Task A1**

A1 Give an example of the types of IT learning resources that can be used to support personal learning and development:

For each example, briefly describe a specific resource that you have used in your own personal development and the purpose for which you have used it.

1. available to staff within your own organisation to support formal learning

|  |
| --- |
| Resource: |
| Purpose: |

1. available via the internet to support subject-specific learning

|  |
| --- |
| Resource: |
| Purpose: |

1. to enable learning from others and sharing of best practice

|  |
| --- |
| Resource: |
| Purpose: |

A2 Describe three barriers to effective teamwork within an organisation that can be overcome through the use of IT

For each of these barriers, explain how teamwork can be improved through the use of IT tools and systems.

Barrier 1

|  |
| --- |
| Barrier: |
| How it can be overcome through use of IT: |

Barrier 2

|  |
| --- |
| Barrier: |
| How it can be overcome through use of IT: |

Barrier 3

|  |
| --- |
| Barrier: |
| How it can be overcome through use of IT: |

A3 Explain five qualities you would look for when selecting members of a new project team.

|  |
| --- |
| 1 |
| 2 |
| 3 |
| 4 |
| 5 |

A4 Give examples of the types of IT tools and systems that support collaboration between members of a team in your own organisation:

For each of these, describe a specific resource that you have used in your own team and state 2 benefits that have been achieved as a result.

1. 2 examples to support team communications

|  |
| --- |
| Type: |
| Resource: |
| Benefit 1: |
| Benefit 2 |

|  |
| --- |
| Type: |
| Resource: |
| Benefit 1: |
| Benefit 2 |

1. 2 examples to improve time management

|  |
| --- |
| Type: |
| Resource: |
| Benefit 1: |
| Benefit 2 |

|  |
| --- |
| Type: |
| Resource: |
| Benefit 1: |
| Benefit 2 |

**Task B**

Complete the table below with 3 examples of the IT tools and resources available to you in your organisation that you have used in your own personal performance improvement and time management.

|  |  |  |  |
| --- | --- | --- | --- |
| Type of IT tool / resource | Name of application, tool or resource | Your development goals relating to its use | Review of your progress towards goals |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Task C**

Thinking about how you have worked as part of a project team within your own organisation for a particular project in which you were able to use your IT skills to significantly improve team performance

|  |
| --- |
| 1 Overall nature and purpose of the project |
| 2 Roles and responsibilities of the members of the project team |
| 3 Explain how you used IT as part of your role within the team |
| 4 Critically review   1. your own contribution to the project overall |
| 1. the way in which the team worked together to achieve the project goals |
| 1. how you used your IT skills to enhance team performance |
| 5 Describe an example of how you used feedback from other team members to improve your own personal contribution to the team |
| 6 Describe an example of how you supported another team member in the development of new IT skills |