**Learner Contact Details:**

Name:

Contact Address:

Postcode:

Contact Number:

E-mail:

**LEARNER DECLARATION**

*I confirm that the answers in Assessment 1 were completed by me, represent my own ideas and are my own work.*

Learner signature: Date:

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**Question 1. Describe the characteristics of an effective team. (AC 1.1)**

**Question 2. Describe the different types of team structure, giving three examples. (AC 1.2)**

**1.**

**2.**

**3.**

**Question 3. Explain the benefits of team working. (AC 1.3)**

**Question 4. Describe how conflict or difficult situations can be dealt with as a team member. (AC 2.1)**

**Question 5. Describe how conflict or difficult situations can be dealt with as a team leader. (AC 2.2)**

**Question 6. Review the overall effectiveness of a team you are part of and your own contribution to achieving goals. (AC 2.3)**

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| --- | --- |
| **Role in the team:** | **Contribution made:** |
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| **Weaknesses in the team:** | **How weaknesses were overcome:** |
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| **Difficulties or barriers:** | **How difficulties or barriers have been overcome:** |
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| **Improvements that could be made to improve effectiveness in future team activities:** |
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**Question 7. Describe attributes needed by a team leader. (AC 3.1)**

**Question 8. Identify ways a team leader can motivate team members. (AC 3.2)**

**Well done!**

**You have completed your Assessment 1, please check you have answered all the questions and signed the learner declaration on the front page, before submitting to your Assessor/Tutor.**