# NCFE Level 2 Certificate in Principles of Team Leading

**Candidate Assessment Part C**

**Candidate Details**

Name:

Address:

Postcode:

Mobile Number: Work number:

Home Number: Preferred number:

Preferred contact time(s): Morning: Late afternoon: Anytime:

 Early afternoon: Evening:

Email:

Employer:

College:

**Candidate Statement**

I have completed the following assessment and confirm all the work is my own.

Signed:

Date:

**Unit 6: Understand how to develop working relationships with colleagues**

(Please note: the numbers in brackets refer to the assessment criteria for each question and are for your tutor’s use.)

Q1. Outline the benefits of effective team working. (1.1)

Q2. Describe how to give feedback constructively. (1.2)

Q3. Explain each of the following conflict management techniques: (1.3)

1. Forcing
2. Win-win
3. Compromising
4. Withdrawing
5. Smoothing

Q4. Explain the importance of giving team members the opportunity to discuss work progress and any issues arising. (1.4)

Q5. Explain the importance of warning colleagues of problems and changes in the workplace that may affect them. (1.5)

Q6. Describe what is expected of a buddy. (2.1)

Q7. Explain two examples of techniques you could use to deliver positive feedback and constructive criticism. (2.2)

1.

2.

Q8. Explain four techniques you could use to build rapport with a buddy. (2.3)

1.

2.

3.

4.

**Unit 7: Understand health and safety procedures in the workplace**

Q1a. Define the main health and safety responsibilities that employers have in the workplace. (1.1)

Q1b. Define the main health and safety responsibilities that employees have in the workplace. (1.1.)

Q2. Describe two health and safety laws affecting your workplace. (1.2)

1.

2.

Q3a. Define the importance of following health and safety procedures in the workplace. (1.3)

Q3b. Outline two health and safety procedures affecting your workplace. (1.3)

1.

2,

Q4. Define the types of information or support available in relation to a specific aspect of health and safety in the workplace. (1.4)

**Unit 8: Understand how to develop and deliver a presentation**

Q1. Explain best practice in developing presentations. (1.1)

Q2. Explain who needs to be consulted on the development of a presentation. (1.2)

Q3. Explain the factors to be taken into account in developing a presentation. (1.3)

Q4. Analyse the advantages and limitations of different communication media.

Q5. Analyse the advantages and limitations of different methods of, and media for making presentations. (2.1)

Q6. Explain how the type and size of the audience affects the delivery of a presentation. (2.2)

Q7. Explain the factors to be taken into account in developing contingency plans when delivering presentations. (2.3)

Q8. Explain voice projection and timing techniques when delivering presentations. (2.4)

Q9. Explain the factors to be taken into account in responding to questions from an audience. (2.5)

Q10. Explain different methods for evaluating the effectiveness of a presentation. (2.6)

**Assessment Checklist**

**Now you have completed this assessment booklet, please now complete this final checklist:**

I have answered all of the assessment questions

I can confirm all the work in the assessment is my own

Name:

Signed:

**CONGRATULATIONS!**

**You have now completed your Part C Assessment. Please make sure you have completed all questions fully and you have filled in the front cover page with your personal details.**

**You now need to submit your answers to be marked. Please follow the instructions as detailed in your induction.**

**Your tutor will mark your work and provide robust feedback. Should your paper be referred, you will be required to resubmit answers until you have passed.**

**Please contact our support team if you require any further advice or guidance.**