## Workplace Project

#### Devise and apply strategies to establish and maintain workplace relationships

#### EEK1-4

#### CCFO1-8

**Learner needs to provide the following:**

All the required evidence as per the Practical Activity instructions with supporting workplace evidence

Should a Practical Observation be used as part of the assessment process, then the facilitator and/or supervisor needs to have observed the learner performing the required tasks and then complete and sign off the practical observation checklist.

**Assessor**: Complete the Assessment Record and the Final Assessment Recording documents in the Assessor Assessment Feedback Document to record your findings

**The learner would have completed the Practical Activity in his/her workplace, providing evidence required from his/her workplace, as indicated in the following checklist:**

### Project 1

**Liaise and network with internal and external stakeholders**

| **Practical Activity 1** | **SubmittedYes/No** | **Comments** |
| --- | --- | --- |
| 1. Create a table with columns and identify and list the following:
* Identify and list (at least 1 each) the following internal and external stakeholders that you would need to liaise and network with in your current job function: colleagues, team members, management, customers, suppliers, associations and professional bodies
* Identify and list at least one opportunity that you have, or can create, to network with these listed stakeholders
 |  |  |
| 1. Submit workplace evidence of implementing at least two of the strategies / opportunities with two of the stakeholders, e.g. his/her business card, minutes of a meeting, proof of attending a professional body meeting, email in response to your initial contact, etc.
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### Project 2

**Devise and apply a strategy to establish constructive relationships with team members in a unit and identify and minimise personal conflict in a unit**

| **Practical Activity 2** | **SubmittedYes/No** | **Comments** |
| --- | --- | --- |
| 1. Hold a meeting with your team / unit and submit the meeting agenda, minutes, your meeting notes and any documents you used during the meeting, e.g. flipcharts. In this meeting you need to:
* Inform team members about a specific development and/or change that may affect them
* With the team, set a goal and objectives that the team needs to achieve in order to implement / accommodate the development or change
* With the team, create an action plan in which the team members allocated specific tasks that need to be completed by set dates
* Communicate information on the procedures for dealing with conflict in a unit to team members to promote the orderly resolution of conflict
* Ask the team members to provide you with input about the procedures for dealing with conflict and together with your team, create a final document of the procedures for dealing with conflict
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### Project 3

**Devise and apply a strategy to establish constructive relationships with manager(s)**

| **Practical Activity 3** | **SubmittedYes/No** | **Comments** |
| --- | --- | --- |
| 1. Submit an example of where you have presented information to other managers in your organisation, e.g. report, email, minutes of a meeting, etc.
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| 1. Request at least 2 of the recipients (managers) of your presented information to provide you with written feedback about how you have established constructive relationships with them. The need to provide specific examples to substantiate their feedback. Submit the feedback you receive.
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| **Moderator Signature** |  | **Date** |  |

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