242821 FORMATIVE ASSESSMENT

Formative Assessment SO 1 AC 1 - 4

Divide into groups

#### Case study

In a group, rate the leader’s effectiveness. Below are some typical leader statements. Rate the leader's effectiveness of each from the scale below.

5 Very effective

4 Fairly effective

3 Neither effective nor ineffective

2 Fairly ineffective

1 Totally ineffective

* *I don't want to catch you coming in late again.*
* *Peter, come into my office please. I've noticed that you are often late. Let's talk about it.*
* *Late again, huh?*
* *If you two don't settle your differences and quieten down I'll fire you both.*
* *This bickering has got to stop. I want to see you both in my office at lunchtime.*
* *While you're here, Pete, I've noticed a strained relationship between you and George. Do you want to talk about it?*
* *Come in, George. There seems to be an unusually high number of errors from your department. Is there something wrong?*
* *You did an excellent job on the Pretorius job.*
* *I was surprised to see how well you did.*
* *That job will certainly add to our production.*

#### Practical activity

* Refer to your team at work and write a short job description to find out what the tasks are that the team leader is responsible for.
* What are the responsibilities of the team leader?
* What authority does the team leader have?
* Explain what the team leader is accountable for?
* Organise the work team as you would do it
* Present your findings to the rest of the class

Formative assessment SO2 AC 1 - 3

This is an individual activity

* Refer to your team at work and explain what a team is. Also explain the purpose of your work team.
* Explain the role and expected outputs of each member of the team in relation to the purpose of the team
* Discuss your findings in your groups

Formative assessment SO3 AC 1 – 2

This is group activity. Discuss any team at work for this activity

* Elect a team leader. The team leader has to:
* Contract with team members regarding tasks, performance plans, targets and standards
* Allocate deadlines for achieving individual and team objectives
* Remember that the team leader has to do this in consultation with the team members
* Present your work to the rest of the class

Formative assessment SO4 AC 1 -

This is a group activity

* Refer to previous assessments and explain how the action plan will be implemented, taking into account the SOP of your organisation
* Reflect on potential difficulties in achieving the plan. Note these difficulties and make contingency plans
* Discuss the measures that are used in the workplace to monitor the outputs of the team against agreed targets and time allocations.
* Explain what you would do differently

Discuss your findings with your facilitator and the class