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**Tracking sheet –** **Teamwork Skills**

The aim of this unit is to help the learner develop team working skills by understanding the roles and ways of working within a team to achieve a shared goal. Learners will have the opportunities to experience working as part of a team to practice teamworking skills.

**Level 2**

**Learner name Centre name**

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| **To do this you must** | **Evidence location** |
| 1. Understand the characteristics of an effective team
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| * 1. State advantages of working as a team
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| * 1. State problems of working as a team
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| * 1. Explain why appropriate communication is important for team working
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| * 1. Describe individual behaviours that are important when working in a team
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| * 1. Explain the role of a team leader
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| 1. Be able to take part in team activities
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| * 1. Give examples of activities you have participated in as a team member
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| 1. Be able to learn from experiences of teamwork to improve own performance
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| * 1. Describe the contributions you made during teamwork activities
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| * 1. Obtain feedback on your own teamwork skills
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| * 1. Give examples of how the team worked well together
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| * 1. Explain how being part of a team provides opportunities for personal development
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| * 1. Give examples of teamwork skills you want to develop
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| * 1. Explain what skills you could bring to the role of a team leader
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| **Assessor feedback** |
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| **Assessor declaration** I confirm that the details above are correct, that the evidence submitted is the learner’s own work and that the learner meets all the requirements for the unit: |
| Learner Name Assessor Name Learner Signature Assessor SignatureDate Date  |