

**Tracking sheet –** Practising Leadership Skills

The aim of this unit is to provide an opportunity for learners to demonstrate and then review their leadership skills in an appropriate group situation. This unit is designed for learners who demonstrate leadership potential to individually develop their skills. Please note that as this unit requires the practical demonstration of good leadership skills it is only available at Level 4 and Level 5.

**SCQF Level 5**

**Learner name**  **Centre name**

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| **To do this you must** | **Page number** | **Assessment date** |
| 1. Understand the skills and qualities needed for leadership | | |
| * 1. Give examples of effective leaders |  |  |
| * 1. Describe situations that require leadership |  |  |
| * 1. Explain why certain skills and qualities are needed for leadership |  |  |
| 1.4 Explain how own skills and qualities are relevant for leadership |  |  |
| 1. Be able to prepare for a leadership activity | | |
| Select a suitable activity to demonstrate own leadership skills |  |  |
| 2.2 Explain the skills needed to lead the activity |  |  |
| 2.3 Undertake a risk assessment of the activity |  |  |
| 3. Be able to lead a group activity | | |
| Communicate the objectives of the activity to the group |  |  |
| * 1. Allocate tasks or roles to individual group members |  |  |
| * 1. Lead a group activity |  |  |
| 3.4 Give constructive feedback to group members during the activity |  |  |
| 4. Be able to review own leadership skills | | |
| 4.1 Obtain constructive feedback on your leadership performance during the activity |  |  |
| 4.2 Evaluate your leadership performance |  |  |
| 4.3 Explain how you could improve your leadership skills |  |  |
| **Assessor feedback** | | |
|  | | |
| **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 Signature  Date Date | | |