

Teamwork in Administration

Level: 2
 Credits: 3
 Learning Time: 30

Learning Outcomes	Assessment Criteria
<i>The learner will:</i>	<i>The learner can:</i>
1 Understand how administration teams operate	1.1 Describe key attributes of successful teams 1.2 Describe the roles and responsibilities of different team members
2 Contribute to team working activities	2.1 Communicate and liaise with others to complete team tasks
3 Be able to improve own working performance within a team	3.1 Review their contribution to the specified team activity 3.2 Identify ways of improving own working performance within a team

Unit aim

The aim of this unit is to enable learners to work effectively in teams to achieve set objectives.