



Australian Government

SIFXMGT001 Coordinate teams

Release: 1

SIFXMGT001 Coordinate teams

Modification History

Not applicable.

Application

This unit describes the performance outcomes, skills and knowledge required to coordinate and facilitate team development and team performance. It applies to funeral home and cemetery and crematorium staff responsible for coordinating teams as part of their role. It involves ensuring that all work carried out is according to work health and safety, relevant legislation and workplace policies and procedures.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Competency Field

Management and Leadership

Unit Sector

Cross-Sector

Elements and Performance Criteria

ELEMENTS

PERFORMANCE CRITERIA

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1. Facilitate team development.

- 1.1 Identify team purpose and communicate to team members.
- 1.2 Inform team members of workplace requirements.
- 1.3 Support the team in making decisions.
- 1.4 Assist team to develop team objectives and goals according to team purpose.

2. Motivate and build the team.

- 2.1 Facilitate development of positive and constructive relationships with and between team members.
- 2.2 Facilitate team communication processes.
- 2.3 Create environment supportive of innovation and enterprise.

3. Facilitate and

- 3.1 Consult with team members to review and revise team objectives

- develop team performance.
- and goals according to workplace policies and procedures.
- 3.2 Monitor team and individual performance against identified team goals. Identify strengths and weaknesses of the team against current and expected workplace requirements.
 - 3.3 Assist team members to suggest improvements in team performance.
 - 3.4 Assist team members to monitor their own performance and to identify professional development needs according to personal and workplace requirements.
 - 3.5 Conduct team meetings to review work operations and address issues.
 - 3.6 Support team in identifying and resolving problems that may impede performance.
4. Coach on the job.
- 4.1 Provide on-the-job coaching opportunities to staff to improve work performance.
 - 4.2 Identify and use appropriate communication techniques to coach team members.
 - 4.3 Provide staff with opportunities to give feedback and make suggestions to improve workplace operations.

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Unit Mapping Information

SIFMGT001A Coordinate a team.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=c2c3131e-4418-4aa3-8ff1-a855c95f7fd6>