



**Australian Government**

# **BSBINN301 Promote innovation in a team environment**

**Release: 1**

## BSBINN301 Promote innovation in a team environment

### Modification History

Release	Comments
Release 1	This version first released with BSB Business Services Training Package Version 1.0.

### Application

This unit describes the skills and knowledge required to be an effective and proactive member of an innovative team.

It applies to individuals who play a proactive role in demonstrating, encouraging or supporting innovation in a team environment. The individual may be a team participant or a team leader. Teams may be formal or informal and may comprise a range of personnel.

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

### Unit Sector

Creativity and Innovation – Innovation

### Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1 Create opportunities to maximise innovation within the team	1.1 Evaluate and reflect on what the team needs and wants to achieve 1.2 Check out information about current or potential team members' work in the context of developing a more innovative team 1.3 Bring people into the team or make suggestions for team members based on what needs to be achieved and the potential for cross fertilising ideas 1.4 Acknowledge, respect and discuss the different ways that people may contribute to building or enhancing the team
2 Organise and agree	2.1 Jointly establish ground rules for how the team will operate

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
effective ways of working	<p>2.2 Agree and communicate responsibilities in ways that encourage and reinforce team-based innovation</p> <p>2.3 Agree and share tasks and activities to ensure the best use of skills and abilities within the team</p> <p>2.4 Plan and schedule activities to allow time for thinking, challenging and collaboration</p> <p>2.5 Establish personal reward and stimulation as an integral part of the team's way of working</p>
3 Support and guide colleagues	<p>3.1 Model behaviour that supports innovation</p> <p>3.2 Seek external stimuli and ideas to feed into team activities</p> <p>3.3 Proactively share information, knowledge and experiences with other team members</p> <p>3.4 Challenge and test ideas within the team in a positive and collaborative way</p> <p>3.5 Proactively discuss and explore ideas with other team members on an ongoing basis</p>
4 Reflect on how the team is working	<p>4.1 Debrief and reflect on activities and on opportunities for improvement and innovation</p> <p>4.2 Gather and use feedback from within and outside the team to generate discussion and debate</p> <p>4.3 Discuss the challenges of being innovative in a constructive and open way</p> <p>4.4 Take ideas for improvement, build them into future activities and communicate key issues to relevant colleagues</p> <p>4.5 Identify, promote and celebrate successes and examples of successful innovation</p>

## Foundation Skills

*This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.*

<b>Skill</b>	<b>Performance Criteria</b>	<b>Description</b>
Reading	1.2, 4.2	<ul style="list-style-type: none"> <li>Interprets and analyses textual information, from a wide range of sources, to identify information relevant</li> </ul>

		to team activities
Writing	2.2, 3.3, 4.4	<ul style="list-style-type: none"> <li>Uses clear language and formats appropriate for the audience to highlight and present specific information</li> </ul>
Oral Communication	1.2, 1.3, 1.4, 2.1, 2.2, 3.5, 4.1, 4.2, 4.3, 4.4, 4.5	<ul style="list-style-type: none"> <li>Actively participates in verbal exchanges of ideas and elicits the views and opinions of team members by listening and questioning</li> <li>Uses clear language to clarify rules and roles relating to team activities in formal and informal situations</li> </ul>
Numeracy	1.2, 4.2	<ul style="list-style-type: none"> <li>Interprets numeric information relevant to team activities</li> </ul>
Navigate the world of work	1.1, 3.1, 3.2, 3.5	<ul style="list-style-type: none"> <li>Understands the nature and purpose of own role and how it affects others in the work context</li> </ul>
Interact with others	1.1-1.4, 2.1, 2.2, 3.1, 3.2, 3.4, 3.5, 4.1, 4.2, 4.4, 4.5	<ul style="list-style-type: none"> <li>Uses inclusive techniques to initiate, contribute and promote discussion amongst potentially diverse team members</li> <li>Recognises the importance of establishing and building effective working relationships</li> <li>Selects the appropriate form, channel and mode of communication for a specific purpose relevant to own role</li> </ul>
Get the work done	1.3, 1.4, 2.2, 2.4, 2.5, 3.2, 3.4, 4.2, 4.4, 4.5	<ul style="list-style-type: none"> <li>Plans, sequences and prioritises tasks for efficient and effective outcomes</li> <li>Contributes to continuous improvement of current work practices by applying basic principles of analytical and lateral thinking</li> <li>Uses problem-solving processes to address less predictable problems, and when appropriate, seeking input from others</li> <li>Reflects on outcomes and further explores own and the team's role in implementing innovation</li> </ul>

## Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
BSBINN301 Promote innovation in a team environment	BSBINN301A Promote innovation in a team environment	Updated to meet Standards for Training Packages	Equivalent unit

## **Links**

Companion Volume implementation guides are found in VETNet -

<https://vetnet.education.gov.au/Pages/TrainingDocs.aspx?q=11ef6853-ceed-4ba7-9d87-4da407e23c10>