



**Australian Government**

# **DEFGEN003 Lead a team**

**Release: 2**

## DEFGEN003 Lead a team

### Modification History

Release 2. Modifications made to Assessment Conditions.

Release 1. This unit was released in DEF Defence Training Package release 1.0 and meets the Standards for Training Packages.

### Application

This unit describes the skills required to lead, manage and develop individuals and teams in order to achieve organisational objectives and maintain effective working relationships.

This unit applies to those working in a management and leadership role in Defence which may include working in volatile or hostile environments.

The skills and knowledge described in this unit must be applied within the legislative, regulatory and policy environment in which they are carried out. Organisational policies and procedures must be consulted and adhered to.

Those undertaking this unit would work independently, with leadership responsibility towards others, while performing sophisticated tasks and maintaining personal safety and safety of others in a broad range of contexts.

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

### Pre-requisite Unit

Not applicable.

### Competency Field

General

### Unit Sector

Not applicable.

### Elements and Performance Criteria

#### ELEMENTS

#### PERFORMANCE CRITERIA

Elements describe the essential Performance criteria describe the performance needed to

- outcomes. demonstrate achievement of the element.
- 1 Develop and maintain a team**
    - 1.1 Seek, encourage, acknowledge and assess work contributions or suggestions from staff
    - 1.2 Utilise team members' skills to achieve work outcomes
    - 1.3 Ensure that delegation to individuals and team members is appropriate and relevant to team objectives and goals
    - 1.4 Develop a plan to meet individual and/or team training and development needs
    - 1.5 Assess performance and provide regular constructive feedback on all aspects of work performance to individuals and the team
    - 1.6 Recognise and address potential or actual conflict between team members or between self and other individuals
    - 1.7 Identify and analyse difficulties in achieving required outcomes and develop and communicate solutions
    - 1.8 Complete documentation and record keeping relevant to the team
  - 2 Communicate with the team**
    - 2.1 Communicate the link between the function of the team and the organisation's goals
    - 2.2 Provide team members with up-to-date information regarding the organisational standards and team objectives
    - 2.3 Verify team members' understanding of objectives and standards
  - 3 Model leadership**
    - 3.1 Develop workgroup commitment to objectives and standards by modelling own commitment and by providing leadership
    - 3.2 Ensure own contribution enhances the organisation's image
  - 4 Create and maintain conditions for productive work**
    - 4.1 Use participative decision making to develop, implement and review work of the team
    - 4.2 Demonstrate authority and promote autonomy to ensure allocated tasks are completed by team members

- 4.3 Recommend improvements and implement where possible
- 4.4 Identify or anticipate workplace hazards and manage risks to maintain safe working conditions

## Foundation Skills

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

## Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the Companion Volume Implementation Guide.

## Unit Mapping Information

No equivalent unit.

## Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6bdbab1e-11ed-4bc9-9cba-9e1a55d4e4a9>