



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>

Assessment Requirements for SIFXMGT001 Coordinate teams

Modification History

Not applicable.

Performance Evidence

Evidence of the ability to:

- facilitate the development and performance of at least one team
- collaboratively develop team objectives and communication processes
- support team members to identify and solve problems that may impede performance.

Evidence of performance coordinating teams to provide at least two coaching sessions is required to demonstrate consistency of performance and ability to respond to different situations.

Knowledge Evidence

Demonstrated knowledge of:

- basic principles of leadership, motivation and teamwork
- concepts of team dynamics
- processes for team facilitation including effective communication processes and techniques
- concept and principles of mentoring and coaching
- techniques to assist in conflict resolution
- general measure of work performance that include but are not restricted to:
 - general standard of work
 - completing assigned tasks within expected timeframes
 - preparing work plans
 - following work schedules
 - job planning
 - attitude to clients and team members
 - following administrative procedures
- relevant federal, state or territory, and local government legislation, regulations and codes of practice that may impact human resources including Equal Employment Opportunity (EEO) and anti-discrimination
- workplace policies and procedures in relation to coordinating a team, including:
 - workplace change processes
 - disciplinary procedures
 - award procedures
 - pay procedures

- organisational structures.

Assessment Conditions

Skills must be demonstrated in funeral services workplace:

- using suitable equipment and resources, including:
 - communication technologies and computers
- under industry conditions where there is:
 - integration of tasks with possible interruptions to work typical of the job role
 - interaction with team members.

Assessors must satisfy the NVR/AQTF mandatory competency requirements for assessors.

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