



Australian Government

TLIG4006 Facilitate work teams

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the TLI Transport and Logistics Training Package.

Application

This unit involves the skills and knowledge required to lead and facilitate work teams. Work involves facilitating and encouraging the work of work teams/groups, and providing leadership to others in establishing and achieving team objectives.

It includes participating and providing leadership in team planning, developing team commitment and cooperation, and managing and developing team performance.

Work is performed under minimum supervision with general guidance on progress and outcomes. It involves discretion and judgement for self and others in facilitating work teams or groups.

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

Pre-requisite Unit

Not applicable.

Competency Field

G – Teamwork

Unit Sector

Not applicable.

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 Participate in team planning	1.1 Clearly defined team goals, purpose, roles, responsibilities and accountabilities are established in consultation with team, in accordance with organisational goals and objectives 1.2 Team performance plan is developed in consultation with team, in accordance with organisational business plan, policies and

practices

- 1.3 Processes to monitor and adjust team performance are developed and agreed to in consultation with team, in accordance with continuous improvement policies
- 1.4 Benefits of team diversity membership are articulated by team and included in team plans

2 Develop team commitment and cooperation

- 2.1 Open communication processes are used by team to obtain and share information
- 2.2 Team is encouraged to show and exploit innovation and initiative
- 2.3 Support is provided to team to develop mutual concern and camaraderie

3 Manage and develop team performance

- 3.1 Team is supported in making decisions within agreed roles and responsibilities
- 3.2 Results achieved by team contribute positively to the organisation business plans
- 3.3 Team and individual competencies are monitored regularly to confirm that team is able to achieve goals
- 3.4 Mentoring and coaching opportunities are provided to team members to enhance personal and collective knowledge and skills
- 3.5 Delegates performance is monitored to confirm they have completed the relevant delegation/assignment

4 Encourage and facilitate the work of teams

- 4.1 Team effectiveness is encouraged and enhanced through active participation in team activities and communication processes
- 4.2 Individuals and teams are actively encouraged to take individual and joint responsibility for actions
- 4.3 Team is supported to identify and resolve problems that impede performance

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 can be found in the Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to TLIG4006A Facilitate work teams.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=df441c6e-213d-43e3-874c-0b3f7036d851>