### **Scheme of Work**

**COURSE:** ABE Level 4 Dynamic and Collaborative Teams

| **Element, LO and AC** | **Session title** | **Topics covered** | **Approx.****duration** | **Session Plan** | **Resource** | **Formative Activity** |
| --- | --- | --- | --- | --- | --- | --- |
| Element 1LO1 1.1 | **What teams are and characteristics of effective teams** | The nature of teams in modern organisations | 2-2.5 hours | SESSION PLAN Element 1 LO1 Session 2 | RESOURCE Element 1 LO1, AC1.1 | ACTIVITY Element 1 –Paired Activity 1 Group Activity 2Homework Activity 3 |
| Element 1LO11.1 | **The nature of teams within different organisational structures** | The nature of teams Different organisational structures | 2-2.5 hours | SESSION PLAN Element 1 LO1 Session 2 | RESOURCE Element 1 LO1, AC1.1 | ACTIVITY Element 1 –Paired Activity 4Group Activity 5Individual Activity 6Homework Activity 7 |
| Element 1LO11.2 | **How teams form and become effective** | How teams form | 2-2.5 hours | SESSION PLAN Element 1 LO1 Session 3 | RESOURCE Element 1 LO1  | ACTIVITY Element 1 – Individual Activity 8Group Discussion Activity 9Homework Activity 10 |
| Element 1LO11.2 | **How effective working can be established** | Nature of Teams Establishing Effective Teams | 2-2.5 hours | SESSION PLAN Element 1 LO1 Session 4 | RESOURCE Element 1 LO1  | ACTIVITY Element 1 – Group Activity 11Homework Activity 12 |
| Element 1LO11.3 | **Challenges to team working in modern organisational structures** | Challenges to team working in modern organisational structuresFlexible workingRemote workingThe virtual organisationOffshoringOutsourcing | 3 hours | SESSION PLAN Element 1 LO1 Session 5 | RESOURCE Element 1 LO1  | ACTIVITY Element 1 – Individual Activity 13Paired Activity 14Individual Activity 15Homework Activity 16 |
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| Element 2LO22.1 | **The commercial and social benefits of effective team working** | Commercial and social benefits of effective team workingCommercial benefitsSocial benefits | 3 hours | SESSION PLAN Element 2 LO2 Session 6 | RESOURCE Element 2 LO2  | ACTIVITY Element 2 –Paired Activity 1Paired Activity 2 Homework Activity 3 |
| Element 2LO22.2 | **Fostering collaborative working and overcoming difficulties** | Fostering collaborative working to overcome difficultiesThe importance of collaborative workingMethods to foster collaborative working | 2-2.5 hours | SESSION PLAN Element 2 LO2 Session 7 | RESOURCE Element 2 LO2  | ACTIVITY Element 2 –Group Activity 4Paired Activity 5Homework Activity 6 |
| Element 3LO33.1 | **Management theories and approaches** | Principles of effective team managementManagement theories and approaches | 3 hours | SESSION PLAN Element 3 LO3 Session 8 | RESOURCE Element 3 LO3  | ACTIVITY Element 3 – Group Discussion Activity 1Group Discussion Activity 2Homework Activity 3 |
| Element 3LO33.1 | **Different management styles in relation to team working** | Different management styles | 3 hours | SESSION PLAN Element 3 LO3 Session 9 | RESOURCE Element 3 LO3  | ACTIVITY Element 3 – Paired Activity 4Group Discussion Activity 5Homework Activity 6 |
| Element 3LO33.2 | **Practical ways to manage team working so they work collaboratively** | Practical ways to manage team workingBecoming part of the team | 3 hours | SESSION PLAN Element 3 LO3 Session 10 | RESOURCE Element 3 LO3  | ACTIVITY Element 3 – Paired Activity 7Individual Activity 8Homework Activity 9 |
|  |  |  |  |  |  |  |
| Element 4LO44.1 | **Reasons why team working breaks down** | Reasons why team working breaks down | 3 hours | SESSION PLAN Element 4 LO4 Session 11 | RESOURCE Element 4 LO4  | ACTIVITY Element 4 – Individual Activity 1Case Study Activity 2Homework Activity 3 |
| Element 4LO44.2 | **Re-establishing team roles and balancing people and task** | Re-establishing team rolesBalancing people versus task | 3 hours | SESSION PLAN Element 4 LO4 Session 12 | RESOURCE Element 4 LO4  | ACTIVITY Element 4 – Paired Activity 4Homework Activity 5 |
| Element 4LO44.2 | **Practical ways that collaborative work can be re-established** | Practical ways to re-establish collaborative working | 3 hours | SESSION PLAN Element 4 LO4 Session 13 | RESOURCE Element 4 LO4  | ACTIVITY Element 4 LO4 – Individual Activity 6Group Discussion Activity 7Homework Activity 8 |
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| Element 5LO55.1 | **Analysing your own skills and team working traits** | Analysing your own skills and team working traits | 2-2.5 hours | SESSION PLAN Element 5 LO5 Session 14 | RESOURCE Element 5 LO5  | ACTIVITY Element 5 LO5 – Individual Activity 1Homework Activity 2 |
| Element 5LO55.2 | **Evaluating the challenges you might face and present to others** | Evaluating the challenges you might face and present to others | 2-2.5 hours | SESSION PLAN Element 5 LO5 Session 15 | RESOURCE Element 5 LO5  | ACTIVITY Element 5 LO5 –Paired Activity 3 |