### **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** |
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| Element 1  LO1  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 2  Homework Activity 3 |
| Element 1  LO1  1.1 | **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 4  Group Activity 5  Individual Activity 6  Homework Activity 7 |
| Element 1  LO1  1.2 | **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 8  Group Discussion Activity 9  Homework Activity 10 |
| Element 1  LO1  1.2 | **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 11  Homework Activity 12 |
| Element 1  LO1  1.3 | **Challenges to team working in modern organisational structures** | Challenges to team working in modern organisational structures  Flexible working  Remote working  The virtual organisation  Offshoring  Outsourcing | 3 hours | SESSION PLAN Element 1 LO1 Session 5 | RESOURCE Element 1 LO1 | ACTIVITY Element 1 –  Individual Activity 13  Paired Activity 14  Individual Activity 15  Homework Activity 16 |
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| Element 2  LO2  2.1 | **The commercial and social benefits of effective team working** | Commercial and social benefits of effective team working  Commercial benefits  Social benefits | 3 hours | SESSION PLAN Element 2 LO2 Session 6 | RESOURCE Element 2 LO2 | ACTIVITY Element 2 –  Paired Activity 1  Paired Activity 2  Homework Activity 3 |
| Element 2  LO2  2.2 | **Fostering collaborative working and overcoming difficulties** | Fostering collaborative working to overcome difficulties  The importance of collaborative working  Methods to foster collaborative working | 2-2.5 hours | SESSION PLAN Element 2 LO2 Session 7 | RESOURCE Element 2 LO2 | ACTIVITY Element 2 –  Group Activity 4  Paired Activity 5  Homework Activity 6 |
| Element 3  LO3  3.1 | **Management theories and approaches** | Principles of effective team management  Management theories and approaches | 3 hours | SESSION PLAN Element 3 LO3 Session 8 | RESOURCE Element 3 LO3 | ACTIVITY Element 3 –  Group Discussion Activity 1  Group Discussion Activity 2  Homework Activity 3 |
| Element 3  LO3  3.1 | **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 4  Group Discussion Activity 5  Homework Activity 6 |
| Element 3  LO3  3.2 | **Practical ways to manage team working so they work collaboratively** | Practical ways to manage team working  Becoming part of the team | 3 hours | SESSION PLAN Element 3 LO3 Session 10 | RESOURCE Element 3 LO3 | ACTIVITY Element 3 –  Paired Activity 7  Individual Activity 8  Homework Activity 9 |
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| Element 4  LO4  4.1 | **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 1  Case Study Activity 2  Homework Activity 3 |
| Element 4  LO4  4.2 | **Re-establishing team roles and balancing people and task** | Re-establishing team roles  Balancing people versus task | 3 hours | SESSION PLAN Element 4 LO4 Session 12 | RESOURCE Element 4 LO4 | ACTIVITY Element 4 –  Paired Activity 4  Homework Activity 5 |
| Element 4  LO4  4.2 | **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 6  Group Discussion Activity 7  Homework Activity 8 |
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| Element 5  LO5  5.1 | **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 1  Homework Activity 2 |
| Element 5  LO5  5.2 | **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 |