

BSBLED401A Develop Teams and Individuals

This unit describes the performance outcomes, skills and knowledge required to determine individual and team development needs and to facilitate the development of the workgroup.

Designed for: This unit applies to individuals with a broad knowledge of learning and development who apply their skills in addressing development needs to meet team objectives. They may have responsibility to provide guidance or to delegate aspects of tasks to others.

Duration: 1 day

Elements of Competency and Performance Criteria

Determine development needs

- Systematically identify and implement learning and development needs in line with organizational requirements
- Ensure that a learning plan to meet individual and group training and development needs is collaboratively developed, agreed to and implemented
- Encourage individuals to self-evaluate performance and identify areas for improvement
- Collect feedback on performance of team members from relevant sources and compare with established team learning needs

Develop individuals and teams

- Identify learning and development program goals and objectives, ensuring a match to the specific knowledge and skill requirements of competency standards relevant to the industry
- Ensure that learning delivery methods are appropriate to the learning goals, the learning style of participants, and availability of equipment and resources
- Provide workplace learning opportunities, and coaching and mentoring assistance to facilitate individual and team achievement of competencies
- Create development opportunities that incorporates a range of activities and support materials appropriate to the achievement of identified competencies
- Identify and approve resources and time lines required for learning activities in accordance with organizational requirements

Monitor and evaluate workplace learning

- Use feedback from individuals or teams to identify and implement improvements in future learning arrangements
- Assess and record outcomes and performance of individuals/teams to determine the effectiveness of development programs and the extent of additional development support
- Negotiate modifications to learning plans to improve the efficiency and effectiveness of learning
- Document and maintain records and reports of competency according to organisational requirements



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