

This unit describes the performance outcomes, skills and knowledge required to be an effective and pro active member of an innovative team.

**Designed for:** This course is suitable for all frontline managers.

**Duration:** 1 day

**Application of the unit:** This unit applies individuals who play a pro active role in demonstrating, encouraging or supporting innovation in a team environment. The individual may be a team participant or a team leader.

The team may 'make itself' or be constructed by others. It may have core members and members who participate at certain times or for particular purposes. It may be permanent or temporary, or come together at different times to work on specific projects.

The team could consist of a team of contractors/freelancers, permanent staff, clients and service providers, or any combination of these groups. It may operate within an organisation or across several organisations - or simply across a group of individuals.

The key focus of the unit is on what makes for an innovative team, what keeps it working well, how the structure of work can make a difference and what skills and knowledge are needed to maximise opportunities for innovation.

**Elements and performance criteria:**

Element	Performance criteria
Create opportunities to maximise innovation within the team	<ul style="list-style-type: none"> <li>▪ Evaluate and reflect on what the team needs and wants to achieve</li> <li>▪ Check out information about current or potential team members' work in the context of developing a more innovative team</li> <li>▪ Bring people into the team or make suggestions for team members based on what needs to be achieved and the potential for cross-fertilising ideas</li> <li>▪ Acknowledge, respect and discuss the different ways that different people may contribute to building or enhancing the team</li> </ul>
Organise and agree effective ways of working	<ul style="list-style-type: none"> <li>▪ Jointly establish ground rules for how the team will operate</li> <li>▪ Agree and communicate responsibilities in ways that encourage and reinforce team-based innovation</li> <li>▪ Agree and share tasks and activities to ensure the best use of skills and abilities within the team</li> <li>▪ Plan and schedule activities to allow time for thinking, challenging and collaboration</li> <li>▪ Establish personal reward and stimulation as an integral part of the team's way of working</li> </ul>
Support and guide colleagues	<ul style="list-style-type: none"> <li>▪ Model behaviour that supports innovation</li> <li>▪ Seek external stimuli and ideas to feed into team activities</li> <li>▪ Pro-actively share information, knowledge and experiences with other team members</li> <li>▪ Challenge and test ideas within the team in a positive and collaborative way</li> <li>▪ Pro-actively discuss and explore ideas with other team members on an ongoing basis</li> </ul>



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<p>Reflect on how the team is working</p>	<ul style="list-style-type: none"><li>▪ De-brief and reflect on activities and on opportunities for improvement and innovation</li><li>▪ Gather and use feedback from within and outside the team to generate discussion and debate</li><li>▪ Discuss the challenges of being innovative in a constructive and open way</li><li>▪ Take ideas for improvement, build them into future activities and communicate key issues to relevant colleagues</li><li>▪ Identify, promote and celebrate successes and examples of successful innovation</li></ul>
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