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| **Unique Identifier (UI Code)** | TL-03L |
| **Categories (Tags) – separate with commas if multiple** | Teamwork, Remote Work, Leadership |
| **Competency Title (short name)** | **Monitor Remote Team** |
| **Competency Statement** | Monitor team to maintain effective operations while working remotely. |
| **Performance Criteria** | * Review and communicate team progress according to team objectives and workplace requirements * Identify and respond to any conflicts or potential areas of conflict between team members and others * Evaluate and discuss team performance as appropriate to assist with future planning. * Reassign work assignments and adjust plans as required to maintain effective operations and complete team objectives * Report on team progress to appropriate personnel as required |
| **Supporting Skills and Knowledge** | **Knowledge:**   * Own and team roles, responsibilities, and objectives * Workplace policies and procedures, particularly those related to performance evaluation and ongoing professional development and working remotely * Organizational goals and objectives   **Supporting Skills:**   * Ability to communicate effectively and clearly to others * Ability to solve routine and non-routine problems related to work assignments and conflicts between team members * Emotional intelligence and awareness of self and others * Use business technology and software, particularly that related to communicate and to track team performance and progress |
| **Key Terms/Definitions Required** | **appropriate personnel**   * People within or external to an organization that need to be notified or updated, according to the policies and procedures dictated by the workplace or an external body.   **team** **objectives**   * Goals that are set by an organization or team and that track group rather than individual performance.   **workplace requirements**   * Specifications determined by the workplace as meeting the organization’s operational standard or expectation. |
| **Context/Examples** | * Those in leadership positions are expected to guide, monitor, and report on the team’s progress in relation to team objectives. * Working remotely presents an increased use of technology for both communication and progress tracking, so supporting skills in these areas are more critical than when working face to face. |
| **Learning Content/Links** | * Links to specific training on tools and equipment for working remotely and tracking team progress * Links to workplace policies and procedures |
| **Assessment Methods** | * Self assessment and peer review * Observation of individual and team progress against objectives while working remotely. |