Developing Personal and Team Effectiveness Using IT – Level 2

Syllabus

Version 1.0

November 2012

Category	Skill Set	Ref	Task Item
PT2.1 Personal development	PT2.1.1 Time management	PT2.1.1.1	Know what IT tools and systems can be used to help manage time effectively.
		PT2.1.1.2	Identify how IT can increase the effectiveness of time management.
		PT2.1.1.3	Know how own working practice can be improved through effective time management.
		PT2.1.1.4	Use a range of IT tools to plan, record and manage own time effectively.
	PT2.1.2 Learning and development	PT2.1.2.1	Identify what IT resources can be used to support personal learning and development.
		PT2.1.2.2	Know the range and purpose of IT tools and resources available to support own learning and development.
		PT2.1.2.3	Create an action plan to improve own working practice using IT.
		PT2.1.2.4	Know how to achieve the personal development goals identified in an action plan.
		PT2.1.2.5	Monitor and record progress towards achievement of action plan goals.
	PT2.1.3 Performance	PT2.1.3.1	Know how job performance can be enhanced through the use of IT.
		PT2.1.3.2	Know what IT tools and systems are required to support personal performance improvement.
		PT2.1.3.3	Implement the IT tools and systems required to support personal performance improvement.
PT2.2 Team development	PT2.2.1 Teamwork	PT2.2.1.1	Identify the factors that contribute to effective teamwork.
		PT2.2.1.2	Know how IT can be used to overcome the barriers to effective teamwork.
		PT2.2.1.3	Describe the various roles and responsibilities of team members.
	PT2.2.2 Working collaboratively using IT	PT2.2.2.1	Know what collaborative technologies can be used to support team activities.
		PT2.2.2.2	Know the advantages that using collaborative technologies can offer to teams.

Category	Skill Set	Ref	Task Item
	PT2.2.3 Giving and receiving feedback	PT2.2.3.1	Provide feedback to others on their use of IT in a constructive and considerate manner.
		PT2.2.3.2	Describe own contribution to team activities using IT and review own performance as a team member using a reflective log.
		PT2.2.3.3	Respond to feedback from others on own use of IT.