



# **Developing Personal and Team Effectiveness Using IT – Level 3**

## Syllabus

Version 1.0  
November 2012

Category	Skill Set	Ref	Task Item	
PT3.1 Personal development	PT3.1.1 Time management	PT3.1.1.1	Compare the features and benefits of IT tools and systems that can be used to help manage time effectively.	
		PT3.1.1.2	Explain the advantages of using IT for time management.	
		PT3.1.1.3	Explain how one's own working practices can be improved through effective time management.	
		PT3.1.1.4	Implement IT tools and systems to support time management.	
	PT3.1.2 Learning and development	PT3.1.2.1	Compare the features and benefits of IT tools and resources that can be used to support personal learning and development.	
		PT3.1.2.2	Describe the range and purpose of IT learning resources available to support personal development.	
		PT3.1.2.3	Develop and apply an action plan to improve own working practice using IT.	
		PT3.1.2.4	Explain how IT tools and systems are used to achieve the personal development goals identified in own action plan and evaluate progress.	
	PT3.1.3 Performance	PT3.1.3.1	Explain how job performance can be enhanced through the use of IT.	
		PT3.1.3.2	Describe what IT tools and systems are required to support own job performance.	
		PT3.1.3.3	Implement the IT tools and systems to support own job performance.	
	PT3.2 Team development	PT3.2.1 Teamwork	PT3.2.1.1	Explain the factors that contribute to effective teamwork.
			PT3.2.1.2	Compare ways that IT can be used to overcome the barriers to effective teamwork.
PT3.2.1.3			Describe the roles and responsibilities of team members.	
PT3.2.2 Working collaboratively using IT		PT3.2.2.1	Explain which collaborative technologies can be used to support team activities.	
		PT3.2.2.2	Critically compare the advantages that using collaborative technologies can offer to teams.	

Category	Skill Set	Ref	Task Item
		PT3.2.2.3	Explain the legal and cultural issues around the use of collaborative tools.
	PT3.2.3 Giving and receiving feedback	PT3.2.3.1	Provide feedback to others on their use of IT in a constructive and considerate manner.
		PT3.2.3.2	Evaluate own contribution to team activities using IT and review own performance as a team member.
		PT3.2.3.3	Review feedback from others on own performance and adapt behaviour where appropriate.
		PT3.2.3.4	Demonstrate methods of supporting others to use new IT tools and systems.