Supporting: MSMSUP102: Communicate in the workplace  
 MSMSUP106: Work in a team

# Section 2 Assignment: Working in teams

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **Date** |  |

Provide short answers to the following questions:

Choose a task that you will need to carry out at work. To be suitable for this exercise, the task should:

* involve at least one other member of your work team
* consist of several steps that need to be prioritised
* allow you to make decisions about the way you will manage your own time.

Before you undertake the task, answer the questions below under: *1. Plan*.Then carry out the task. Once it’s completed, answer the questions under: *2. Evaluation*.

### Plan

(a) What is the task? That is, what do you need to do?

|  |
| --- |
|  |

(b) How much time have you been given to do the task?

|  |
| --- |
|  |

(c) What materials will you require?

|  |
| --- |
|  |

(d) What tools and equipment will you require?

|  |
| --- |
|  |

(e) Who else will need to be on hand to help you? What will their role be?

|  |
| --- |
|  |

(f) What hold-ups or problems might occur? How will you avoid them?

|  |
| --- |
|  |

(g) What steps will you follow to carry out the task? Write down the numbered steps, making allowances for any of the problems you need to look out for.

|  |
| --- |
|  |

### 2. Evaluation

(a) Did you complete the job within the timeframe you had allowed?

|  |
| --- |
|  |

(b) Did anything not go according to plan? If not, describe what went wrong and how you went about fixing it.

|  |
| --- |
|  |

(c) Looking back, is there anything you would have planned differently?

|  |
| --- |
|  |