

**PROJECT PORTFOLIO**

***STUDENT VERSION***

RIILAT402E

**Provide leadership in the supervision of diverse work teams**

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| Student name: |  |
| Assessor: |  |
| Date: |  |
| Business this assessment is based on: |  |

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| Shape, arrow  Description automatically generated with medium confidence | Section 1: Preparation |

Complete this section based on the Simulation Pack or your own workplace.

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| Provide a summary of your role and responsibilities as a leader of diverse work teams. This should be in your own words and reflect the position description, as well as company objectives.  |  |
| List policies and procedures as relevant to providing leadership to diverse work teams. Briefly describe the purpose of each one. The list of policies and procedures should also refer to the Code of Conduct and summarise key performance expectations (essentially the organisation’s cultural values) as per this Code. |  |
| Provide an outline of the scope and boundaries of the supervisor’s role regarding employing and supervising diverse work teams.  |  |
| Outline three benefits of diverse work teams.  |  |
| Outline three possible support mechanisms that diverse work teams may need to perform at their best.  |  |
| List three benefits of mentoring.  |  |
| Outline inclusions in a typical mentoring agreement to ensure that relationships and conditions are clearly specified.  |  |
| Discuss how cultural factors can impact a team. Consider both positive and negative impacts.Give examples of cultural factors to illustrate your answer. In your answer include an example of a network that could help you and your team to understand cultural factors and to apply suitable strategies to address these.  |  |
| Discuss how conflict or potential conflict can impact a team. Give examples of conflict situations to illustrate your answer. In your answer include an example of a network that could help you and your team to with conflict and to apply suitable strategies to address this. |  |
| Outline two examples of strategies that can be used to gain diversity in recruiting and selecting staff.  |  |
| As per the instructions in assessment activity step 2.2 you are to develop a presentation to provide to your team. Include the title of your presentation here and attach it to your Portfolio. Also include here:* notes on the two behaviours that you have chosen a Code of Conduct to demonstrate these during your presentation
* questions that you will ask your team so as to conduct the reflective activity. Prepare at least three questions.
 |  |
| As per the instruction in assessment activity 2.2, you are to complete a reflective practice activity. Develop a personal development plan template that your team members can use. Include the title of your document here and attach it to your Portfolio. |  |
| Attach:*Paperclip* | Presentation  | [ ]  |
| Personal development template | [ ]  |

Complete this section following your team presentation:

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| As per the instructions in assessment activity step 2.2 you conducted a reflective activity with your team. Attach completed personal development plans using the template from the Simulation Pack. In the sections below draft an email to each team member providing constructive feedback on their personal development plan. Add rows as needed depending on the number of team members at your presentation. |  |
| Team member 1 email  |  |
| Team member 2 email  |  |
| Team member 3 email  |  |
| Attach:*Paperclip* | Completed personal development plans  | [ ]  |

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| Shape, arrow  Description automatically generated with medium confidence | Section 2: Case study and mentoring |

Complete this section based on activity step 5=4 and use the information in your Simulation Pack (Part A) to develop the answers below.

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| Conflict Provide a summary of the conflict that has occurred. Discuss whether you believe that the conflict situation involves harassment, bullying or discrimination and explain the reason for your answer. |  |
| Cultural differencesDiscuss the cultural differences that resulted in the conflict situation. |  |
| NetworksIdentify at least two networks you could use to assist you with resolving the conflict i.e., information/advice sources.Explain how the networks have enabled you to resolve the issue above.  |  |
| SolutionProvide feedback on what you consider is an appropriate solution. You should identify at least three possible solutions and ensure that you response shows what you consider is your preferred responses.  |  |
| Problem solving Regarding the above activity, identify your own values and principles around conflict. Write down at least two values/principle that you have. Consider different values/principles that another person may have around conflict and that contrast with yours. Write these down.Explain how these contrasting points of view/beliefs/assumption could impact on a decision on conflict.  |  |

Complete this section based on activity step 5 and use the information in your Simulation Pack (Part B) to develop the answers below:

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| MentorDevelop an email to the person that you have identified as most suitable for the role (the mentor).In the email outline the benefits of mentoring.Assume that the mentor may need to be persuaded to take on the role so negotiate expectations and conditions of the mentoring agreement in a way that you believe that the person will be willing to take on the role. Your email should also address the changes in behaviour and outcomes that are required.  |  |
| MentoreeDevelop an email to the team member that needs mentoring. Discuss the benefits of mentoring and provide an outline of the arrangements that will be put in place for the mentoring role. Your email should also address the changes in behaviour and outcomes that required.  |  |

Complete this section using the information required to complete Section 2 of the Project Portfolio (Part B).

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| Mentoring arrangement feedbackDraft an email to the mentoree including your feedback as to how the arrangement is going based on the progress report provided by the mentor. In your email, ensure you address the personal and workplace barriers that you believe have been overcome/still need to be overcome to ensure positive working relationships.  |  |
| ReflectionAs a final part of this assessment task, you are to share your ideas on the challenges and barriers there are to supporting diverse work teams, as well as your ideas on how these can be overcome to improve individual and organisational outcomes. Discuss at least two challenges/barriers and two ideas to address these.  |  |