

Code #	Skill Group	Code #	(sub-skills & enablers (2 - 4 per category ONLY))	Facilitate	Assess	Novice/ Developing	Capable/ Proficient
1	Articulate the roles & responsibilities of the team and team members	1A	use different frameworks to identify and explain team goals & outcomes; and the team roles required to achieve them, including leadership				
		1B	identify strengths and skills that team members bring to the necessary tasks for the outcomes; identify skills gaps, and identify strategies to overcome them				
		1C	develop a code of conduct outlining the expectations, protocols, & ethics of team members				
		1D					
2	plan and implement tasks and organise your workload in relation to others	2A	identify, explain, and distribute the specific tasks & sequences required to achieve team SMART goals & outcomes				
		2B	determine a realistic timeline to complete all team tasks by deadlines				
		2C	Choose an appropriate team decision-making process for the current project				
		2D					
3	communicate effectively with others	3A	adapt own behaviour and communication style appropriately, as needed, in recognition of diverse needs (including ethnicity, character, & culture) of team and clients.				
		3B	practice active / dynamic listening with different speakers regardless of discipline, ethnicity, or character/personality				
		3C	articulate own meaning (oral or written) with tact, discretion & clarity				
		3D	use feedback constructively for assurance of both own and others' understanding				
		3e	identify and articulate communication, character & team-relational types (own & others') using recognised profiling systems, and respond appropriately				
4	manage your own behaviour, building rapport, cooperating and collaborating	4A	choose appropriate team dynamics and leadership style for the specific team and team project				
		4B	identify personal and collaborative behaviours & practices that build rapport and lead to, and maintain, harmony				
		4C	analyse and describe a new culture &/or approach that diverges from one's own, and respond appropriately				
		4D	effectively implement strategies for healthy inter-relationship and functionality in dealing with team members & clients				
5	recognise and respond to other perspectives and manage conflict	5A	identify behaviours & practices that cause team dysfunctionality, and the appropriate responses to these				
		5B	identify own weaknesses and strengths in terms of team functionality and identify appropriate strategies to address them				
		5C	identify, from a range of recognised methods, appropriate tools & practices to address common issues in negotiation and conflict resolution				
		5D					

\* based on:

<https://www.education.gov.au/core-skills-work-developmental-framework>