

## 4-in-1: Assessing Key Competencies

# FACTSHEET

Assess staff competencies in four key areas - time management, teamwork, leadership and decision-making - and plan strategies for better performance.

40-60 mins each + debrief

Any number (in teams of 4-5)

For staff at any level

No computer required

350 ex VAT



### Learning objectives

- To assess a range of key competencies in four separate skills areas
- To identify delegates' strengths and weaknesses
- To continue assessing individuals back at work
- To provide delegates with a base on which to design improvement strategies

### About the activity

**Activity 1 Leadership:** Teams are briefed on their role as either leader ('manager') or team member ('employee'). The manager has instituted a change in an open plan office - the employees are not happy. How does the manager cope with the employees' objections and feelings? Can good leadership prevail?

**Activity 2 Decision-Making:** Participants rank a list of 15 'crimes' in order of seriousness. They then, as teams, repeat the process. An expert ranking is revealed and individuals and teams score their work. Consistently shows that teams outdo individuals. But the main thrust of this activity is the team interaction to arrive at consensus.

**Activity 3 Teamwork:** Each team member has his/her own brief. The team must reach agreement on two major issues facing a publishing company. The Briefs ensure there are conflicting ideas at the table. An excellent demonstration of teamwork issues.

**Activity 4 Managing Time:** In just 30 minutes teams complete a creative, organizational, task, preparing a one-minute radio advert, but there's a major constraint. Few teams complete the task perfectly (although there is time for two attempts – and some steep learning).

### Pack contents

- Trainer's Notes
- PDF Files - Participants' briefs and forms for ALL FOUR activities to print as required. All are single-side, A4 documents. Instructions are given on what you need to print in order to run a session.
- Resources (required for Activity 4 only): scissors x4, sticky tape x4, A4 sheets of card x20.

### Ideally suited to

Assessing staff competencies in the areas of time management, teamwork, leadership and decision-making. Tailored observer's forms, questionnaires, assessment forms and score sheets are supplied for each activity.

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## Customer reviews

- ” What a **GREAT-VALUE** pack!  
**G. Lewis, Consultant**
- ” Instructions are clear and easy to understand. A **useful and relevant** resource for busy L&D professionals.  
**Liz Hindley, Director, The Learning Curve**
- ” I have used Northgate products over the years, starting when I was Training & Development Manager for Virgin Atlantic Airways, and found them **easy to facilitate**, fit for purpose and both **instructive** and **enjoyable** for participants.  
**Pauline Wells, HR Business Partner, SSL Insurance Brokers Ltd**



## Trainer's role (full guidance supplied in Trainer's notes)

- All four activities are designed for a 60-minute session but there is enough additional material to extend sessions to two hours. Use with any number of participants, working together in small groups or teams.
- Choose one of the four activities. Before the session print the required number of Briefs, Forms and Handouts (all supplied digitally).
- Briefly introduce the session and issue a copy of the Brief to each team and an Observer's Form to each observer. Allow the activity to proceed to completion. All timings supplied.
- Issue Review Forms and allow time for individuals, teams, observers to complete them.
- Lead a Debrief by first listening to what teams and individuals have to say about their performance and listen to observer views. Use the guidance notes in the Trainer's Notes to go through each point on the Review Forms and structure (and control!) the discussion.
- Establish the overall lessons of the session.
- Issue Handouts to each individual to take back to the workplace.

## Northgate says...

Over 18 different forms to help you assess a range of skills - and to enable participants to reflect on their performance and build strategies for improvement. A great pack to have in your Trainer toolbox.

## Ordering is easy!

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## Northgate customers

