

**Information and Communications Technology Industry Training Advisory Committee
Software Products and Software Services (SW) branch
Unit of Competencies**

1. Title	Team building	
2. Code	ITSWG515A	
3. Range	Team building with skills, knowledge and expertise capable of undertaking tasks assigned by management [Generic Skills – Social Skills]	
4. Level	5	
5. Credit	2	
6. Competency	<p>6.1 Know the background information about team building</p> <p>6.2 Build an effective team</p>	<p><u>Performance Requirement</u></p> <p>Be able to</p> <ul style="list-style-type: none"> ▪ know the organisation’s structure, mission and vision ▪ understand where works from a team fit in the context of the organization’s goals, principles, vision or values ▪ recognise team-oriented environment is characterized by shared purpose, shared vision, shared mission and a performance development system that enables people to grow both individually and professionally ▪ appreciate that team members need to <ul style="list-style-type: none"> ➢ build trust among themselves ➢ allow differences ➢ recognise individual strengths, styles and skills ➢ keep lines of communication flexible ➢ ensure tolerance ➢ allow mistakes <p>Be able to</p> <ul style="list-style-type: none"> ▪ determine the roles of team members and the position of the team in an operating unit ▪ build solid relation with targeted followers ▪ respond and support others in order to build shared social capital ▪ establish a systematic workplace integration and follow-up process ▪ integrate team building with current work goals ▪ define a team’s objectives to fulfil the accomplishment of corporate goals ▪ assemble a team with members having suitable combination of skills, knowledge and expertise capable of undertaking assigned tasks ▪ create a work culture that values collaboration ▪ keep team members informed of developments ▪ deal with conflicts in team ▪ lead and negotiate with team members to arrive at common resolutions ▪ reward and recognise team behaviours ▪ demonstrate leadership and creativity
7. Assessment Criteria	The integrated outcome requirement of this UoCs is the ability to build a collaborative team capable of working effectively on assigned tasks.	
Remark		