

Specification of Competency Standards
for the Property Management Industry
Unit of Competency

Functional Area - Human Resources Management relating to a Property

Title	Supervise the teams to complete tasks
Code	110595L3
Range	Establishment of teamwork and leadership, applicable to leading and supervising the teams to complete the tasks in full cooperation
Level	3
Credit	2
Competency	<p>Performance Requirements</p> <p>1. Familiar with teamwork and leadership skills</p> <ul style="list-style-type: none"> • Be familiar with the general legislations and codes of practice of employee conduct • Be familiar with the characteristics of employees and teams • Be familiar with the basic skills of leading the teams and supervising <p>2. Supervise and lead the teams</p> <ul style="list-style-type: none"> • Be able to convey clear work instructions to subordinates and follow up on their understanding and implementation • Be able to understand the personality traits, behaviors and performance of subordinates, and lead employees and teams to exert their competencies • Be able to effectively supervise the teams to complete tasks and goals, and review any areas for improvement • Be able to supervise and correct the behavior and conduct of employees, and establish the code of conduct that the team should have integrity and honesty • Be able to maintain good communications with subordinates, encourage subordinates to take the initiative to raise problems faced in work, and establish a relationship of mutual trust and mutual assistance in the team
Assessment Criteria	<p>The integral outcome requirements of this UoC are:</p> <ul style="list-style-type: none"> • Be familiar with the general legal requirements and codes of practice of employee conduct, familiar with the characteristics of employees and teams, and the basic skills of leading the team; • Be able to convey clear work instructions, understand the performance of subordinates, able to use team leadership skills in supervising the teams for completion of tasks and goals; and • Be able to comply with laws and codes of conducts, supervise the conduct of employees, maintain good communications with subordinates, and establish a relationship of mutual assistance and mutual trust in the team.
Remark	