

Observation Checklist				
Student ID				
Student Name				
Overview:	This observation covers elements 1,2 and 3 of BSBXTW401 – Lead and Facilitate a Team. Candidates will facilitate the team sprint taking lead to ensure weekly objectives have been met and any challenges and issues are overcome.			
Element	During the observation the candidate demonstrates the ability to:	S	NYS	Comments
1	Establish the tasks and responsibilities to the team objective.			
2	Outline the individual responsibilities for each team member to ensure accountability.			
3	Facilitate team through effective communication techniques that consider diversity			
4	Follow organisational policies and understand where to find/reference them.			
5	Use coaching techniques to support team where applicable.			
6	Resolve challenges in the project's objectives/tasks through brainstorm techniques.			
Competency	Competent	Not Yet Competent		
Comments:				
Assessor Signature:				
Student Signature:				
Date:				