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| **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. |  |  |  |
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| Competency | Competent | | Not Yet Competent | |
| Comments: |  | | | |
|  | | | | |
| Assessor Signature: | |  | | |
| Student Signature: | |  | | |
| Date: | |  | | |