



CATAPULT

BSBINN301

Promote innovation in a team environment

Table of Contents (Extract)

NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.

This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit BSBINN301.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

<https://catapultlearning.com.au/product/BSBINN301/>

Trainer/assessor guide

BSBINN301

Promote innovation in a team environment

Welcome to this unit of study

This unit describes the skills and knowledge required to be an effective and proactive member of an innovative team.

It applies to individuals who play a proactive role in demonstrating, encouraging or supporting innovation in a team environment. The individual may be a team participant or a team leader. Teams may be formal or informal and may comprise a range of personnel.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

Contents

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Create opportunities to maximise innovation within the team.....	5
Team achievements	5
Innovation.....	10
New team members.....	12
Check your understanding	15
Topic 2: Organise and agree effective ways of working	17
Ground rules	17
Tasks and activities.....	22
Planning and scheduling.....	24
Reward and stimulation.....	26
Check your understanding	29
Topic 3: Support and guide colleagues.....	31
Behaviour modelling	31
External stimuli and ideas	34
Exploring ideas.....	38
Check your understanding	41
Topic 4: Reflect on how the team is working	43
Debriefing and reflecting	43
Feedback.....	45
Challenges	47
Improvement ideas	51
Celebrating successes	54
Check your understanding	57
References.....	59
Assessment workbook.....	61
Unit information	63
What is competency-based assessment?.....	64
How will my competency be assessed?.....	65
Assessment agreement.....	66
Foundation skills checklist.....	67
Skills recognition.....	68
Topic 1: Create opportunities to maximise innovation within the team.....	69
Topic 2: Organise and agree effective ways of working	70
Topic 3: Support and guide colleagues.....	71
Topic 4: Reflect on how the team is working	72

Knowledge questions	73
Topic 1: Create opportunities to maximise innovation within the team	74
Topic 2: Organise and agree effective ways of working	79
Topic 3: Support and guide colleagues.....	85
Topic 4: Reflect on how the team is working	90
Topic 5: Specific knowledge evidence	96
Performance tasks	98
Third party evidence collection agreement	99
Topic 1: Create opportunities to maximise innovation within the team	100
Topic 2: Organise and agree effective ways of working	103
Topic 3: Support and guide colleagues.....	104
Topic 4: Reflect on how the team is working	105
Completion record	109
Unit mapping	110
Trainer/ assessor user instructions	112

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Create opportunities to maximise innovation within the team
- » Organise and agree effective ways of working
- » Support and guide colleagues
- » Reflect on how the team is working

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

Disclaimer

Information contained in this resource is drawn from sources believed to be reliable. The firm, its employees, agents and contractors do not warrant the correctness of the sources used and accept no responsibility to any person for any errors or omissions or for any loss or damage howsoever caused from the use of this resource.
