|  |  |
| --- | --- |
| **Unique Identifier (UI Code)** | TL-01L |
| **Categories (Tags) – separate with commas if multiple** | Teamwork, Remote Work, Leadership |
| **Competency Title (short name)** | **Coordinate Remote Team** |
| **Competency Statement** | Coordinate remote team to ensure efficacy of work according to role and workplace requirements. |
| **Performance Criteria** | * Set rules, expectations, and regular check-in points for remote team members
* Analyze work requirements and identify roles and responsibilities of team members when working remotely
* Identify resource and equipment needs of those working remotely
* Organize remote work assignments, plans and objectives consistent with organizational goals and workplace procedures.
* Communicate team plans and objectives in consultation with the team while working remotely
 |
| **Supporting Skills and Knowledge** | **Knowledge:*** Workplace policies and procedures, particularly those related to working remotely
* Own and team roles, responsibilities, and objectives
* Organizational goals and objectives

**Skills:*** Ability to communicate effectively and clearly to others
* Ability to solve routine and non-routine problems related to work assignments for self and others
* Manage others
 |
| **Key Terms/Definitions Required** | **organizational goals*** Objectives set out for an organization as a whole. These may include longer term, overarching goals as well as more focused goals tied to cyclical (e.g. annual) business plans.

**resource and equipment needs*** Required tools, specific equipment, or other resources (e.g. budget allocations) that are required to perform work activities.

**team** **objectives*** Goals that are set by an organization or team and that track group rather than individual performance.

**workplace procedures*** Standard operating procedures specific to a workplace as determined by the workplace and/or management.
 |
| **Context/Examples** | * People in leadership roles are generally expected to have some responsibility for planning and coordinating team activities and ensuring that the team meets its objectives.
* Coordinating the work of a team working remotely requires additional structure and may require additional resources and/or changes to roles and work assignments to ensure that everyone on the team is able to meet the team’s objectives.
 |
| **Learning Content/Links** | * Links to specific training on tools and equipment for working remotely
* Links to workplace policies and procedures
 |
| **Assessment Methods** | * Observation of individual and team progress against objectives while working remotely.
 |