



ANIMAL HEALTH CARE SERVICE

Level -I

Learning Guide #12

Unit of Competence: Work with Others

Module Title: Working with Others

LG Code: AGR AHC1 M04 LO1-LG-12

TTLM Code: AGR AHC1 TTLM 0919V1

LO1: Develop effective workplace relationship

INSTRUCTION SHEET	Learning Guide
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This learning guide is developed to provide you the necessary information regarding the following content coverage and topics –

- Undertaking Duties and responsibilities
- Setting workplace policies
- Seeking assistance from workgroup members
- Providing feedback
- Identifying, respecting and acknowledging workplace values and beliefs

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, you will be able to –

- Undertake Duties and responsibilities
- Set workplace policies
- Seek assistance from workgroup members
- Provide feedback

Learning Activities

1. Read the specific objectives of this Learning Guide.
2. Read the information written in the “Information Sheets
3. Accomplish the “Self-check”.
4. If you earned a satisfactory evaluation proceed to “Information Sheet. However, if your rating is unsatisfactory, see your teacher for further instructions or go back to Learning Activity.
5. Submit your accomplished Self-check. This will form part of your training portfolio

Develop effective workplace relationship**1.1 Duties and responsibilities**

Working in teams can create both benefits and challenges for the individual and the Organization For the individual, working in teams can:

Make you more marketable - employers want team players

- Help you develop communication, negotiation and problem solving skills
- Enable you to share ideas
- Expose you to different ideas and ways of working
- Be more enjoyable - we all like to "belong" However, people often find it difficult to work in teams if they are naturally introverted, and it is the job of the Team Leader to ensure that all team members feel able to contribute.

For the organization, working in teams can:

- Release creativity and energy
- Combines a range of specialist skills and knowledge
- Improve communication
- Improve efficiency

However, teams need meetings and unless well managed can take up too much time. Conflict and personality clashes can also arise or just as bad, "groupthink" can set in and lead to a lack of new ideas - remember new ideas often only come from good use of conflict!

Developing effective workplace relations are critical to productivity and ultimately job performance. It is necessary to have relationships with coworkers, supervisors, managers, or employees.

Regardless of the position, successful relationships among team members at work will make a team more effective. All team members need to be responsible for different parts of the process of the work in their workplace.

For a team to be successful, responsibilities and duties must be undertaken in a positive manner to promote co-operation and good relationships. This can be achieved by following

- The requirements of your job description
- The goals and objectives of both the organization and the team in which you are working
- The organization's business plan
- The organization's supervision and accountability requirements

- Legal requirements, such as Occupational, Health and Safety regulations
- Anti-discrimination policy
- Access and equity principles
- Workplace policies/ethical standards or industry Code of Conduct.

1.2 Workplace policies

Workplace policies often reinforce and clarify standard operating procedure in a workplace. Well written policies help employers manage staff more effectively by defining acceptable and unacceptable behaviour in the workplace, and set out the implications of not complying with those policies.

A workplace policy consists of a statement of purpose and one or more broad guidelines on action to be taken to achieve that purpose. The statement of purpose should rarely exceed one page in length and should be written in simple terms free of jargon. The length of the policy may vary depending on the issue it addresses.

A policy may allow discretion in its implementation and the basis of that discretion may be stated as part of the policy. A policy may be required where there is a diversity of interests and preferences, which result in vague and conflicting objectives among those who are directly involved.

Not all workplace issues require a policy. Many routine matters can be dealt through simple procedures.

1.3 Assistance from workgroup members

There are many times when a problem arises that you cannot solve by yourself. If you cannot finish a task, then you slow down the whole group. It is then necessary to ask for assistance, by approaching others, for example

- Your supervisor
- Your coach or mentor
- Your colleagues or other members of the team
- Another member of the organisation.

It is important to work together. This can happen in either a meeting, teleconference, face-to-face or online via the Internet.

1.4 Feedback

Feedback is an essential element for everyone in an organization's workforce. Giving feedback is a task you perform again and again as a manager or supervisor, letting people know where they are and where to go next in terms of expectations and goals - yours, their own, and the organizations.

Feedback is a useful tool for indicating when things are going in the right direction or for redirecting problem performance. Your objective in giving feedback is to provide guidance by supplying information in a useful manner, either to support effective behavior, or to guide someone back on track toward successful performance.

Feedback on performance may include

- formal or informal performance appraisals, which generally occur on a regular basis. The first appraisal usually takes place three months after an employee starts a job then every six or twelve months thereafter. These appraisals allow for a formal method of feedback which can lead to modification of work performance, further training and re-evaluation of performance.
- obtaining feedback from supervisors and colleagues – mainly in the form of informal comments on a job well done or suggestions of how to complete a task.
- obtaining feedback from clients – hopefully positive praise rather than negative points.
- personal, reflective behaviour strategies – thinking about what you have done and how you can improve it next time.
- routine organisational methods for monitoring service – these include customer complaint or satisfaction forms, and surveys that are completed at the end of a task.

It is important that your work performance is monitored and that you receive feedback that is constructive and encourages you to strive for improvement. Some clues that constructive feedback is needed are when:

- Someone asks for your opinion about how they are doing
- Unresolved problems persist
- Errors occur again and again
- An employee's performance doesn't meet expectations
- A peer's work habits disturb you

Therefore, Feedback provided by others in the team should be encouraged, acknowledged and acted upon the goals of the organization.

1.5 Workplace values and beliefs

We each bring our backgrounds, beliefs, values, talents and behavior standards to work. Taken together, these define how we treat others and how we expect to be treated. They define what makes each of us unique.

To respect diversity is to recognize each individual for his/her unusual and unique talents. These talents are as multifaceted and complex as the individual they belong to. Learning how to deal with diversity involves acquiring some new skills. In fact, succeeding at work is very difficult for those who are unable to collaborate with a diverse group of people.

Diversity by itself doesn't make an organization strong or successful. Dealing with diversity in a healthy, productive and proactive manner, however, can help an organization succeed.

Diversity includes:

- People of different genders
- People with diverse ethnic, racial and cultural backgrounds
- People of different ages and experiences
- People with different abilities
- People with different sexual orientations
- People who practice different religions
- People who speak different languages
- People with different family structures
- People with different educational backgrounds
- People with different work and life experiences

Differences/diversity in personal values, beliefs, talents and behavior standards are needed to be respected and acknowledged in the work place relationships for success of a development organization.

Self-Check	Written Test
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me: _____

Date: _____

Directions: Answer all the questions listed below.

1. Responsibilities and duties must be undertaken in a positive manner for a team to be successful. Thus, what is needed to consider achieving this success?
2. Why do workplace values and beliefs need to be respected and acknowledged in workplace relations?

Note: Satisfactory rating - 10 points and above Unsatisfactory - below 10 points

You can ask your teacher for the copy of the correct answers.