**Higher Administration**

**Homework Solutions**

**Administrative Services – Outcome 1 – Set 2**

**2008 CSQ2 - 6 marks**

**Describe 3 ways in which a team may be affected by poor leadership.**

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| *A team with poor leadership is likely to be poorly motivated* ***and as a result*** *is likely to do the minimum required to get the job done; quality of service/the product is likely to suffer.**Without good leadership it is unlikely that the team will be working together, resulting in a group of individuals working independently.* ***This is less effective*** *than working together as a team so output will be reduced.**Poor morale is likely to be a feature of a team with poor leadership,* ***this can lead to*** *high staff turnover with an effect on the team remaining and the organisation as a whole with increased training costs.* |

**2010 Q4d - 6 marks**

**Describe 3 features of an effective team.**

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| *An effective team is one where all team members have a common goal,* ***and*** *believe in this resulting in increased productivity.**Teams which work effectively have open communication between all team members. This allows all team members to express their opinions and ideas, and each showing the ability to compromise to allow the best decision to be reached.**An effective team is relatively small. Belbin states 4-6 is the ideal number. Each team should consist of members with a variety of skills, knowledgeand personality.* |

**2010 Q1c - 4 marks**

**Outline 4 benefits of good leadership.**

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| *Having good leadership within a team means that everybody knows what they individually have to do in order for the whole team to be successful.**A good team leader uses delegation effecticely which allows team members to experiencce different situations. This is particualrly useful when the team member is looking to progress their career.**Keeping the team on track is the job of the team leader, this ensures that the targets of the team and eventually the organiation are achieved.**Leadership is about controlling the task, as well as motivating the team. Good relationships between leaders and their subordinates make a team more productive.* |

**2012 Q5c - 8 marks**

**Discuss the advantages and disadvantages to an individual of working as part of a team.**

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| *Working as part of a team allows risks to be taken which are likely to benefit the organisaton. This is because more calculated risks may be taken as they are shared between the team members.**Team members usually feel a greater sense of value and belonging to an organisation,* ***leading to*** *greater job satisfaction.**Individual team members are likely to benefit from the support they receive from other team members.**Team members have the potential of a greater chance of promotion as a result of gaining a wider variety of skills and knowledge from their work in the team.**While teamworking is beneficial to an individual there are drawbacks, the first is that if an individual is not comfortable working with a certain group of individuals they are likely to suffer from stress and potential increased absenteeism.**Conflict can result from personality clashes within a team* ***which can*** *lower morale in the workplace.**Strong personalities in a team have the potential to over power others and not allow them to flourish to their full potential.* |