



APPRENTICESHIP
LEVEL 2 DIPLOMA IN TEAM
LEADING (QCF) 10386
RESOURCES LINK
SEPTEMBER 2014



WELCOME

Resources Link is an e-resource, provided by OCR, for teachers of OCR qualifications. It provides descriptions of, and links to, a variety of independent teaching and learning resources that you may find helpful.

In Resources Link you will find details of independent resources, many of which are free: where this is the case this has been indicated.

If you know of other resources you would like to see included here, or discover broken links, please let us know. We would also like to hear from you if have any feedback about your use of these, or other, OCR resources. Please contact us at resourcesfeedback@ocr.org.uk.

We leave it to you, as a professional educator, to decide if any of these resources are right for you and your students, and how best to use them.

To give us feedback on, or ideas about the OCR resources you have used, email resourcesfeedback@ocr.org.uk

OCR Resources: the small print

OCR's resources are provided to support the teaching of OCR specifications, but in no way constitute an endorsed teaching method that is required by the Board and the decision to use them lies with the individual tutor. Whilst every effort is made to ensure the accuracy of the content, OCR cannot be held responsible for any errors or omissions within these resources.

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Leadership styles



An interesting and informative discussion on leadership and choosing the right approach for the situation.

Supports: OCR Level 2 Diploma in Team Leading
Unit 4, Principles of Team Leading

Cost: Free but additional content requires membership

Format: Video on website

http://www.mindtools.com/pages/article/newLDR_84.htm

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Top ten ways to motivate employees



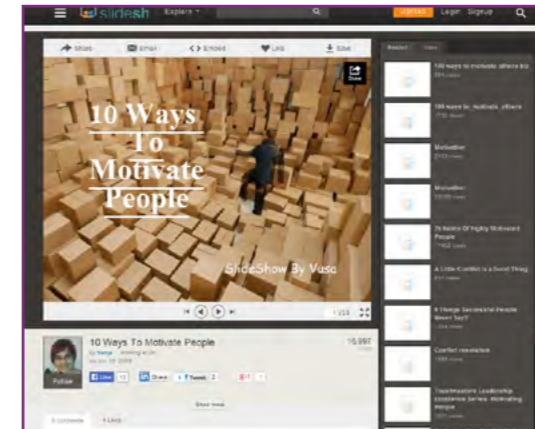
A succinct list of the top ten ways to motivate employees.

Supports: OCR Level 2 Diploma in Team Leading
Unit 4, Principles of Team Leading
Cost: Free
Format: Website

<http://www.tgassociates.com/freetipsheets/HO-10waysmotivate.asp>

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10 ways to motivate people



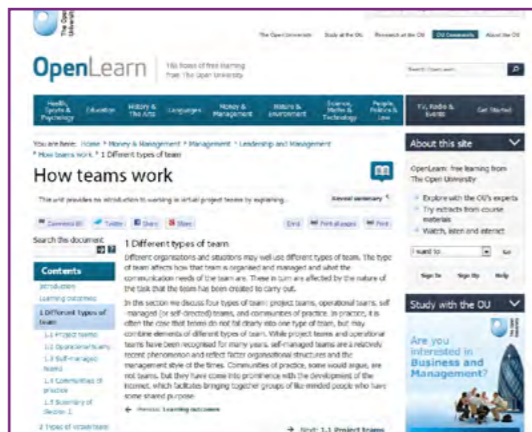
An interesting slide show with some transcript. Covers motivation in a brisk and succinct manner.

Supports: OCR Level 2 Diploma in Team Leading
Unit 4, Principles of Team Leading
Cost: Free
Format: Website

<http://www.slideshare.net/vusa/10-ways-to-motivate-people>

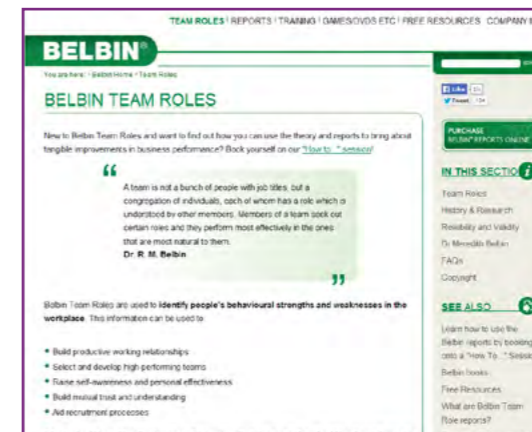
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How teams work



A complete resource for understanding different teams including virtual teams and their functions, decision making and rules. Produced by the Open University as part of their OpenLearn offering.

Belbin team roles



A brief outline of the Belbin team theory and an interactive element which moves through the various roles. A useful overview.

Supports: OCR Level 2 Diploma in Team Leading
Unit 4, Principles of Team Leading

Cost: Free

Format: Website

<http://www.open.edu/openlearn/money-management/management/leadership-and-management/how-teams-work/content-section-1>

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Supports: OCR Level 2 Diploma in Team Leading
Unit 4, Principles of Team Leading

Cost: Free

Format: Website

<http://www.belbin.com/rte.asp?id=8>

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Resolving conflict in work teams



A detailed discussion of resolving conflict which will be a useful teaching aid but learners will need guidance through the more complex detail.

Setting targets and key performance



Discusses benefits of target setting, identifying the correct measures, selecting Key Performance Indicators (KPI) and setting targets.

Supports: OCR Level 2 Diploma in Team Leading
Unit 4, Principles of Team Leading

Cost: Free

Format: Website

<http://www.innovativeteambuilding.co.uk/pages/articles/conflicts.htm>

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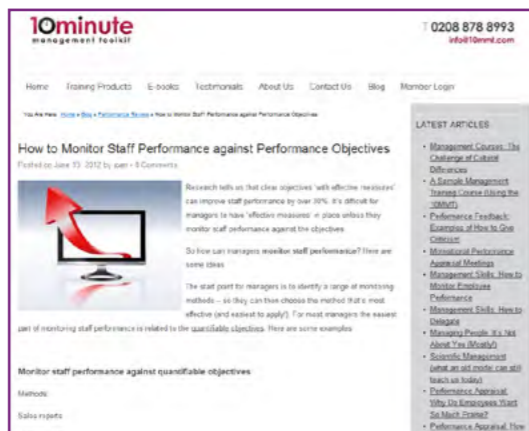
Cost: Free

Format: Website

<http://www.bgateway.com/grow-improve/benchmark-business-performance/setting-targets-and-key-performance-indicators/>

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How to monitor staff performance against



A concise explanation of monitoring and performance objectives. The starting point identifies a range of monitoring methods.

Supports: OCR Level 2 Diploma in Team Leading
Unit 4, Principles of Team Leading

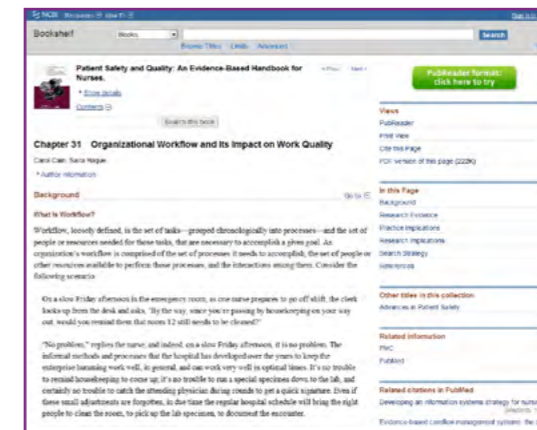
Cost: Free

Format: Website

<http://www.10mmt.com/2012/performance-review/how-to-monitor-staff-performance-against-performance-objectives/>

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Organisational workflow and its impact on



This is a well written explanation of work flow using health care examples. It can be used for a range of learners, as many are aware of the broad structure of health care facilities.

Supports: OCR Level 2 Diploma in Team Leading
Unit 4, Principles of Team Leading

Cost: Free

Format: Website

<http://www.ncbi.nlm.nih.gov/books/NBK2638/>

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A comparison of popular models for managing business change



A useful short overview of five popular models for managing business change, highlighting the advantages and disadvantages of each.

Supports: OCR Level 2 Diploma in Team Leading
Unit 4, Principles of Team Leading

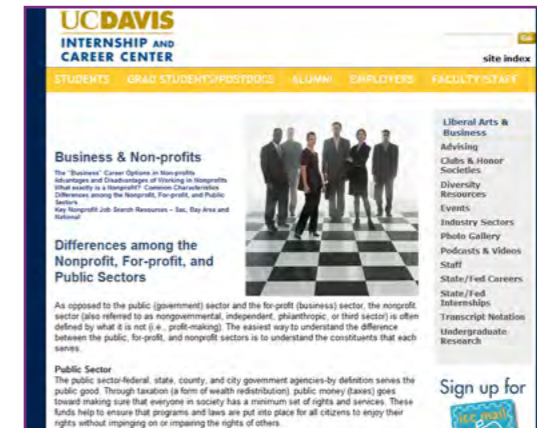
Cost: Free

Format: Slide show with speaker notes

<http://www.slideshare.net/peoplewizconsulting/change-management-models-a-comparison>

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Differences among the non-profit, for-profit and public sectors



An American guide which provides very clear guidance on the difference between the various sectors. The examples given will need to be contextualised to the UK system.

Supports: OCR Level 2 Diploma in Team Leading
Unit 5, Understand business

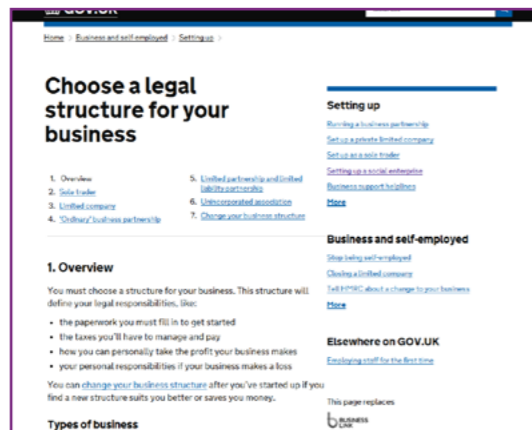
Cost: Free

Format: Website

<http://icc.ucdavis.edu/lab/business/Differences.htm>

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Choose a legal structure for a new business



A concise and clearly written explanation by the UK government of the major business structures and their legal obligations.

Supports: OCR Level 2 Diploma in Team Leading
Unit 5, Understand business

Cost: Free

Format: Web and print versions

<https://www.gov.uk/business-legal-structures/overview>

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Setting up a social enterprise



A guide to setting up a business that helps people or communities - a social enterprise, eg: a co-operative or charity status.

Supports: OCR Level 2 Diploma in Team Leading
Unit 5, Understand business

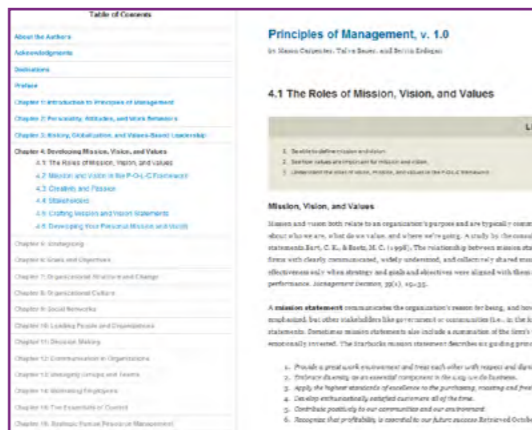
Cost: Free

Format: Web and print versions

<https://www.gov.uk/set-up-a-social-enterprise>

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The roles of mission, vision and values



A good discussion of the topics with some exercises.

What are business plan objectives?



A clear statement of business objectives and SMART objectives as well as information on why good objectives are SMART.

Supports: OCR Level 2 Diploma in Team Leading
Unit 5, Understand business

Cost: This is an American site but you can access resources for free if you register as an "educator".

Format: Website

http://catalog.flatworldknowledge.com/bookhub/5?e=carpenter-ch04_s01

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Supports: OCR Level 2 Diploma in Team Leading
Unit 5, Understand business

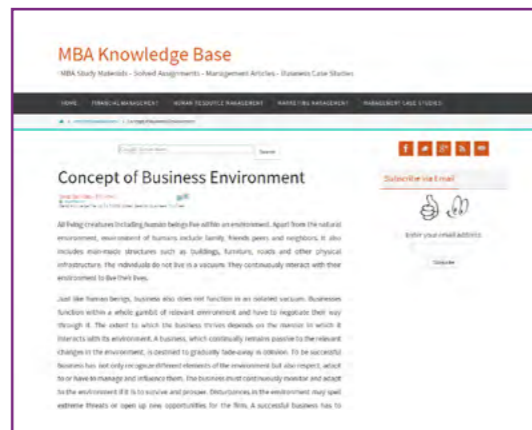
Cost: Free to view electronically or print as long as it is not sold and is properly acknowledge and cited.

Format: Website

<http://www.howtowriteabusinessplan.co.uk/what-are-business-plan-objectives.html>

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Concept of business environment



A straightforward overview of the business environment and why it is important for a business to interact with its environment.

Supports: OCR Level 2 Diploma in Team Leading
Unit 5, Understand business

Cost: Free

Format: Website

<http://www.mbaknol.com/international-business/concept-of-business-environment/>

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What is a SWOT analysis?



A straightforward explanation of SWOT analysis in written and video presentation format. It includes examples which are relevant and illuminating.

Supports: OCR Level 2 Diploma in Team Leading
Unit 5, Understand business

Cost: Free

Format: Website

<http://articles.bplans.com/how-to-perform-swot-analysis/>

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Doing good: business and the sustainability



A report from the Economist Intelligence Unit that investigates the impact of sustainability on business today. The case studies would be very useful to learners at this level to aid their understanding.

Supports: OCR Level 2 Diploma in Team Leading
Unit 5, Understand business

Cost: Free

Format: PDF on website

http://graphics.eiu.com/upload/Sustainability_allspendors.pdf

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Write a business plan



This resource provides business plan templates, examples of business plans and a guide on how to write a plan as well as general information. This is a useful site, not least for enabling the introduction of activities into the learning process, possibly through role play or scenario setting.

Supports: OCR Level 2 Diploma in Team Leading
Unit 5, Understand business

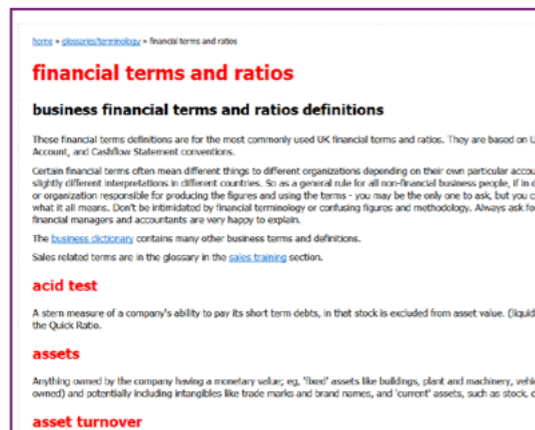
Cost: Free

Format: Website

<https://www.gov.uk/write-business-plan>

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Financial terms and ratios



A detailed glossary of financial terms definitions for the most commonly used UK financial terms and ratios. They are based on UK Company Balance Sheet, Profit and Loss Account, and Cashflow Statement conventions.

Supports: OCR Level 2 Diploma in Team Leading
Unit 5, Understand business

Cost: Free

Format: Website

<http://www.businessballs.com/finance.htm>

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Tools for performance measurement



A useful article which outlines a number of business performance measurement methods. Written in a straightforward, business oriented way.

Supports: OCR Level 2 Diploma in Team Leading
Unit 5, Understand business

Cost: Free

Format: Website

<http://smallbusiness.chron.com/tools-performance-measurement-1977.html>

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Guide to principles of good governance



While this contains more than is required for level 2, it has some useful definitions and diagrams of how responsibility, accountability, etc. link together.

Supports: OCR Level 2 Diploma in Team Leading
Unit 5, Understand business

Cost: Free

Format: PDF

<http://www.ombudsmanassociation.org/docs/BIOAGovernanceGuideOct09.pdf>

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