

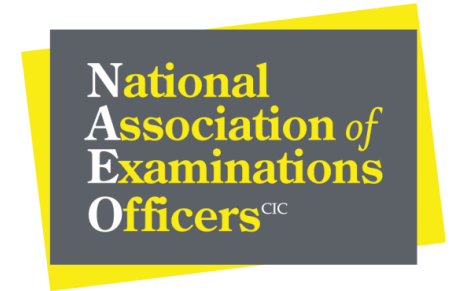


LEADING AND MANAGING YOUR INVIGILATION TEAM

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LEADING AND MANAGING YOUR INVIGILATION TEAM



- What is effective Leadership?
- Positive task development
- An effective invigilation team

LEADERSHIP... definition

- Leading, influencing and guiding individuals or groups of people/teams
- Align collective direction: to execute strategic plans
- Accomplishment of a goal through the direction of human assistants
- Process of social influence which maximises the effects of others towards achievement of a goal

What makes a good leader?

QUALITY – Effectiveness/skill in your role = Respect

- Knowledge
- Enthusiasm
- Integrity
- Resilience
- Mutual Trust
- Warmth, Humanity, Empathy
- Tact!
- Confidence
- Calm/Serene



Authority
Management
Dictatorial

EFFECTIVE TEAM LEADING

- Recognise and value
- Understand how to harness individuals strengths and weaknesses
- Evaluate interactions of team members
- Empower:
 - Training
 - Feedback
 - Encouragement

Organisational Context of Leadership

Task & Team & Individual

Interaction

Positive

v

Negative

- **TEAM** – Who are you leading and influencing?
- **OPERATIONAL** – What tasks are required for the operation of the organisation?
- **STRATEGIC** – Senior Leadership, Policies, Knowledge

SUCCESSFULLY LEADING



TASK

NEEDS = SUCCESS

**Rowers
Cox
Coach
Maintenance**



COMMON TASK = ALL
PULLING TOGETHER

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LEADING THE TASK

❖ Lead from within

- ❖ Maintain a slight distance – be professional and avoid overfamiliarity
- ❖ Control by clear guidance
- ❖ Positive attitude to negotiation

❖ Effective level of functioning

- ❖ Contribute by plan and organising : What, Why, When: How, Where, Who
- ❖ Remain calm – Swan Effect

❖ Delegate

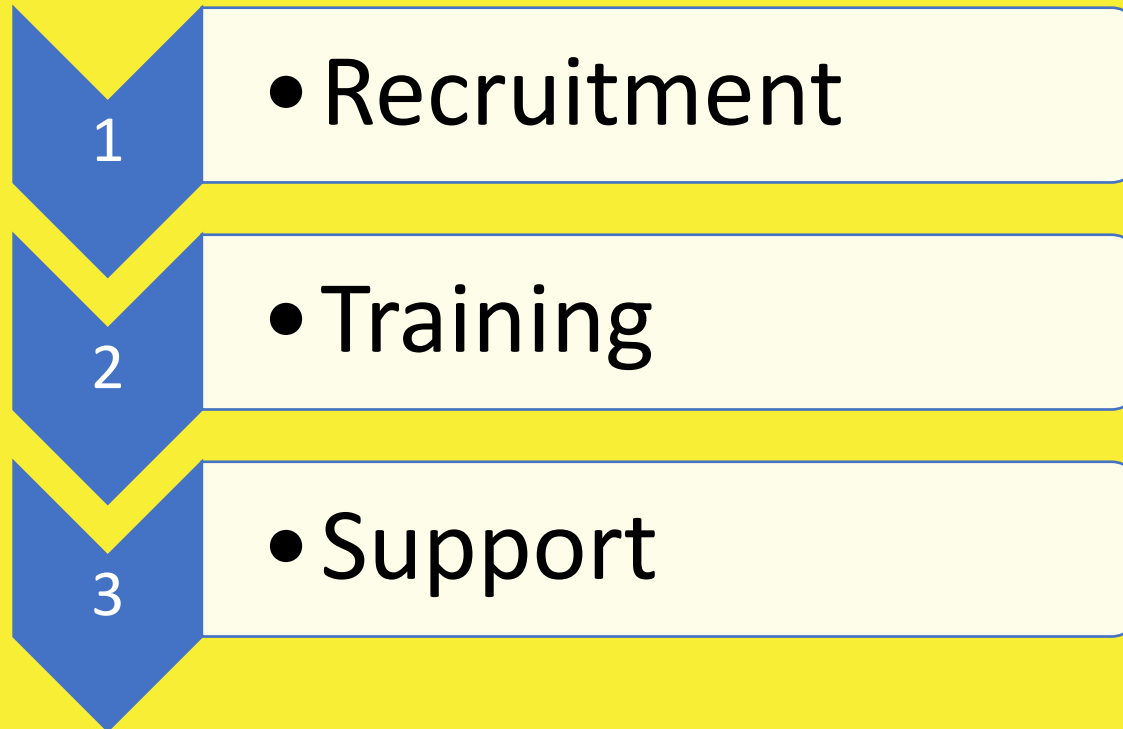
THE INVIGILATION TEAM

- What are the three key elements required to create a good team?



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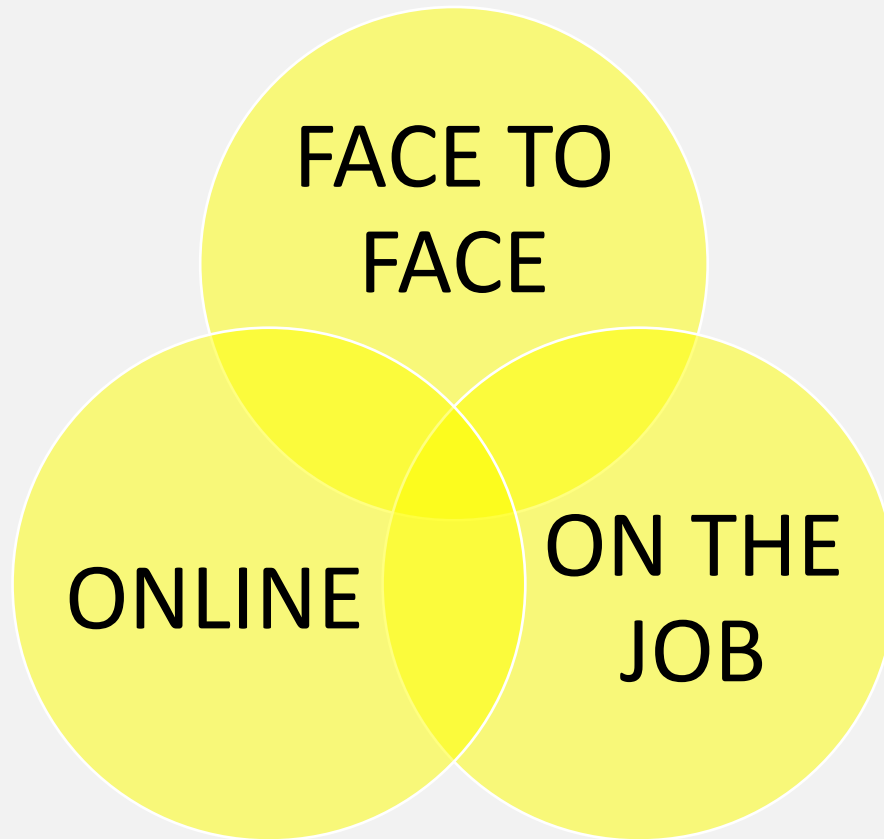
RECRUITMENT

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- IDENTIFYING NEED
- HOW, WHEN AND WHERE TO RECRUIT?
- PITFALLS
- PROCEDURES
- COMMUNICATION

TRAINING

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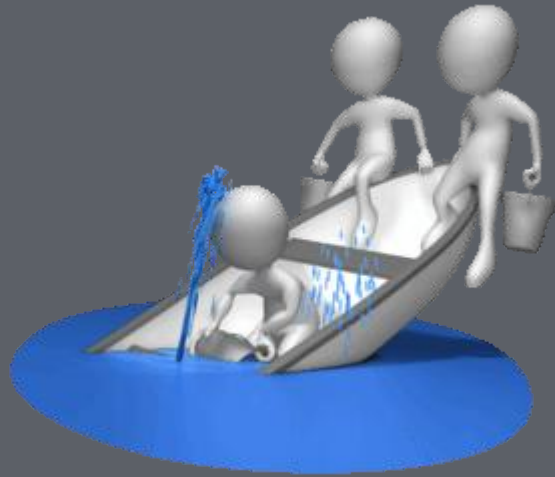


IDENTIFY INDIVIDUAL SKILLS

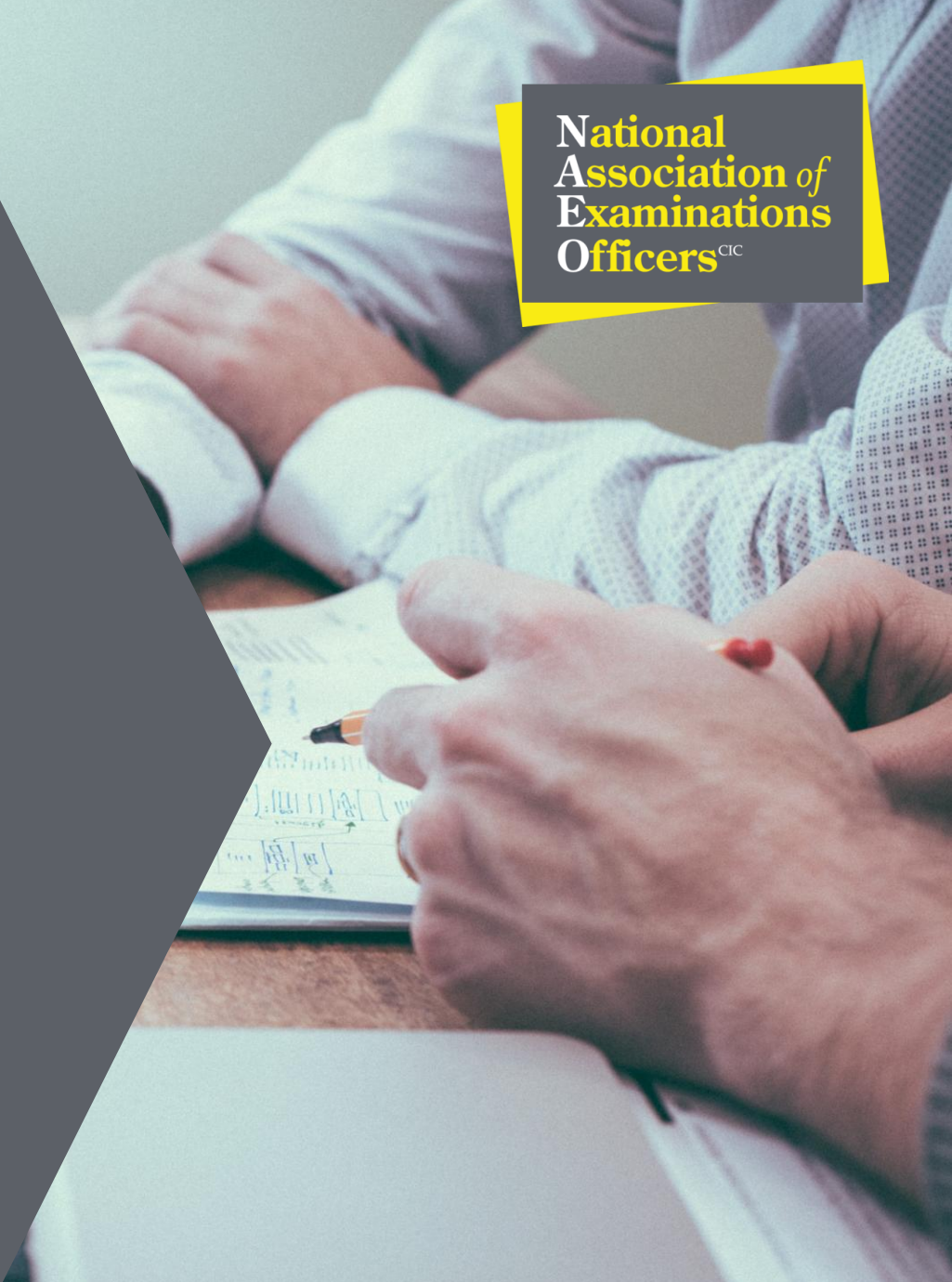
- What types of skills might you need/people have?
- What needs does the task have that require additional strengths.

PROBLEMS

WHAT, HOW, RESOLUTION

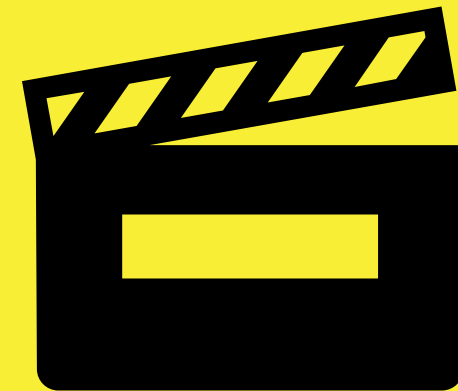


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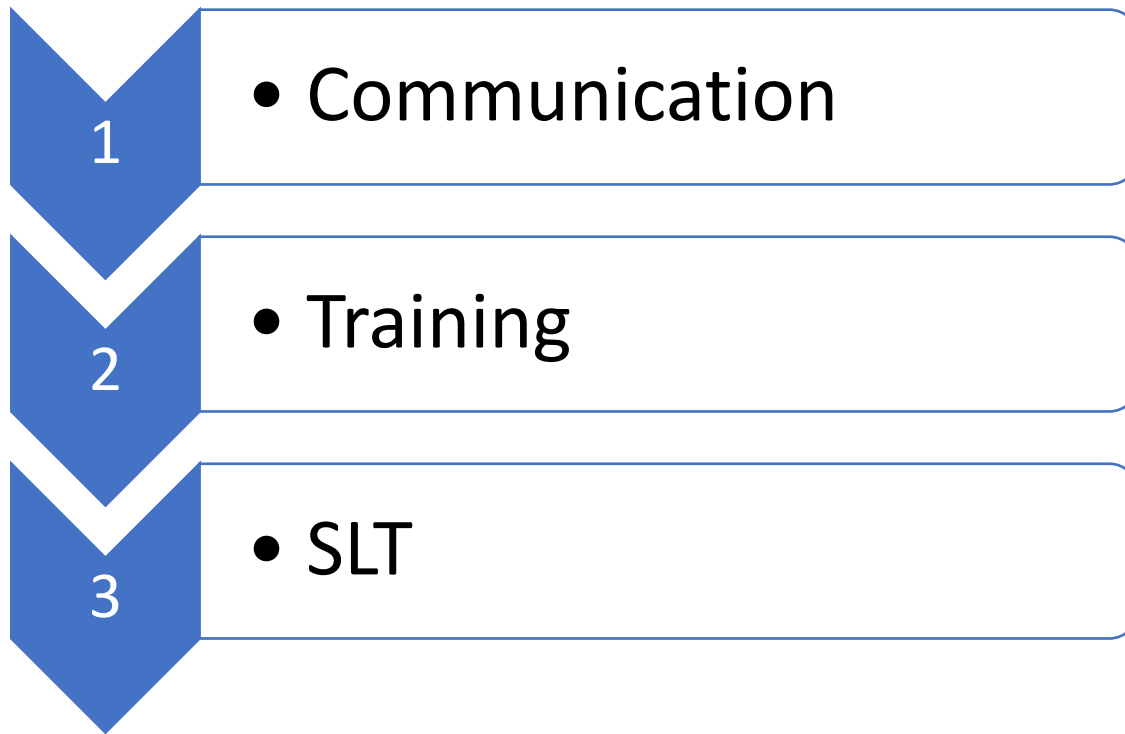
RESOLUTION OF ISSUES

- SOME EXAMPLES
 - No longer available
 - Doesn't follow instructions
 - Inappropriate behaviour
 - Malpractice

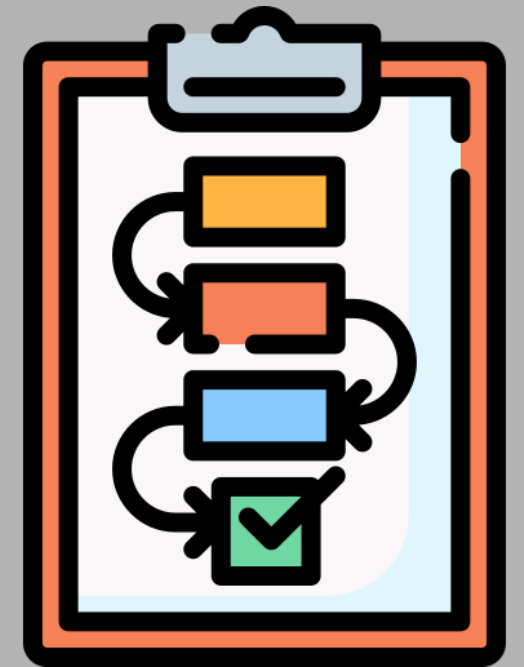


RESOLUTION OF ISSUES

- Ways to manage



CAREFUL: PROCEDURES



CONCLUSION: EFFECTIVE INVIGILATION MANAGEMENT

- ❖ Personal accountability
- ❖ Quality Leadership
- ❖ Clarity of the Tasks required
- ❖ Recruit
- ❖ Train
- ❖ Support
- ❖ Delegate/Refer