



Student Resource

Module 3: Teamwork

Delivered by



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Introduction

Working as part of a team is a very important skill in many workplaces. Even if your job focus is independent, there will be times that you have to work with other people. Working in a team allows you to work to each person's strengths and interests and achieve your common goals with ease.

By completing this module, you will:

- Learn about teamwork skills.
- Prepare for working as part of a team.
- Prepare for working with people you do not know.

Activity 1

Indeed have given examples of skills that help you to be good at working in a team. Read about all of them, and then fill in the table with your top 3 skills and an example of when you have had to use that skill.

Communication	<ul style="list-style-type: none">• The ability to communicate in a clear, efficient way is a critical teamwork skill.• When working with others, it is important that you share relevant thoughts, ideas and key information.• There are many different types of communication skills including both verbal and nonverbal.
Responsibility	<ul style="list-style-type: none">• Within the dynamic of teamwork, it is important that the parties involved both understand the work they are responsible for and make the effort to complete said tasks on time and up to the expected standard.• With the entire team functioning properly by taking responsibility for their own work, they can work together towards a common goal.
Honesty	<ul style="list-style-type: none">• Practicing honesty and transparency at work might mean working through a disagreement, explaining that you were not able to complete a certain task on time or sharing difficult updates.• Without transparency, it can be difficult for a team to develop trust and therefore work together efficiently.
Active Listening	<ul style="list-style-type: none">• Much like communication, active listening skills can help a team to understand and trust each other.• Active listening is the act of really making an effort to focus intently on one person as they share their ideas, thoughts or feelings.

	<ul style="list-style-type: none"> You might also ask follow-up questions to dig deeper into what they are communicating.
Empathy	<ul style="list-style-type: none"> Having empathy for your teammates can allow you to better understand their motives and feelings. Taking the time to listen and understand how others think and work can help you to communicate with them in the right ways.
Collaboration	<ul style="list-style-type: none"> Teamwork exists so that a group of individuals with a diverse set of skills and talents can work together towards a common goal. It is crucial to work with other teammates to share ideas, improve each other's work and help one another to form a good team.
Awareness	<ul style="list-style-type: none"> In teamwork, it is important that you hone your ability to be aware of the team dynamic at all times. For example, if one person is dominating the conversation or does not allow others to share ideas, it is important that balance is restored so each teammate can contribute evenly. Alternatively, if one person tends to be more shy or hesitant to share ideas, it is important to create space so that all teammates feel comfortable contributing their unique skills and abilities.

Now you have learnt about the skills that are important for good teamwork, write down the ones that you are best at and give an example of when you have used this skill.

My top 3 teamwork related skills:	An example of when I have used this skill:
1.	
2.	
3.	

Activity 2

Teamwork brings people together to work towards the same goal. Teams work best when the people in them have lots of different skills. Good teamwork can help make workplaces more productive.

Teamwork features in everyday life more than you think. Whilst you have been at school you will have been a part of lots of different teams. Look at the example of a successful team before you have to write about your own teams.

Who is the Team?

The Avengers.

What brought them together?

Work.

Why are they a good team?

- Good leadership – Captain America is a good leader for lots of reasons. He always gets stuck into the challenge and shows his team how he wants them to act and is able to make tricky decisions when he has to.
- Inclusive – the team is very diverse and welcomes members from all different walks of life. This brings with them lots of different skills which makes the team more effective because they are able to do lots of different challenges.
- Good communication – they have regular team meetings and do a team huddle to make a plan before going into a situation.

Write about a successful team that you have been a part of.

Who is in the team?

What brought them together?

Why are they a good team?

Research and then write about a famous team that have achieved success.

Who is in the team?

What brought them together?

Why are they a good team?

Activity 3

For this activity, tick which of these statements you think would help a team achieve their goal.

☐

People actively listen to each other.

☐

All members of the team have respect for each other.

☐

The team gives every person the same opportunities to speak.

☐

Each person is motivated to do their best work.

☐

The team is able to trust each other.

All of those statements are very important to help a team work to be its best.

Now that you have learnt about the things that make a good team, write down in this box all the things that you could do to help a team succeed.

Activity 4

When you go on your work experience, you will be working with people that you do not know.

This is often the situation in new workplaces, and to help your team work together smoothly, you have to get to know each other. In the box below, research and write down some good ice breaker questions and conversation topics.

Examples:

- Do you have any pets?
- What do you enjoy most about working here?

Activity 5

Think about the things you have done in this module. Answer the questions below by circling the answer you think is most like how you feel.

1. Has this module helped you learn about yourself?

No

A bit

A lot

2. Has this module helped you learn about jobs?

No

A bit

A lot

3. Has this module helped you learn about teamwork?

No

A bit

A lot

4. Has this module helped you learn about being a good employee?

No

A bit

A lot

5. Has this module helped you learn about the ways you could get to your work experience?

No

A bit

A lot

