Module 3: Teamwork

**Facilitator’s Guide**

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**Follow this guide to facilitate delivery of this module with young people.**

Ensure students / groups have internet access to complete research. It is suggested that students can work in groups or individually on the activities.

The ‘Student Resource’ can be printed and completed by hand or may be downloaded and completed on the Word document. If completing on the Word document, students can highlight their selection where it asks for an answer to be circled or ticked.

**Introduction (5 minutes)**

This module focuses on the key skill of teamwork. Introduce this activity by encouraging student discussion around the importance of teamwork in all work environments. Highlight the benefits of teamwork in the workplace.

**Activity 1 (30-90 minutes)**

Explain that there are many personal skills that make people good team players.

Students begin by reading through the table that gives examples of personal skills that help you to be good at working in a team.This table of skills has been taken directly from the Indeed website and is therefore quoted directly from that resource. The language in the table will not be accessible for all learners and therefore it is recommended that this activity is completed as a small group or whole class to give space for group discussion to explore each skill in more depth.

Students are encouraged to then reflect on their own teamworking skills. Students complete the blank table by selecting 3 skills that they have and list examples of when they have had to use each skill.

**Activity 2 (30-75 minutes)**

Students begin by identifying an example of a successful team they have been a part of and consider what made them successful, completing the questions in the table.

Students then use the internet to research and write about a famous team that have achieved success, recording their findings in the table.

Summarise with a discussion on the benefits of working as a team, for example:

* Each person bringing their own unique set of skills and experience to the team.
* Collaborative problem-solving leads to better outcomes.
* Working in a team can reduce stress and increase morale.
* Teamwork encourages personal growth and learning.
* You can share ideas and responsibilities.

**Activity 3 (15-40 minutes)**

Reflecting on the answers they gave in Activity 1 and Activity 2 students begin with a tick box exercise considering the aspects of teamwork that help contribute to successfully achieving a goal. Once they know that all the statements contribute to success, students should focus their thinking on the skills that they would bring to a successful team by recording them in the box. It is recommended that students complete this activity individually.

**Activity 4 (10-45 minutes)**

Students will need the internet to conduct research for this activity. Discuss the idea of icebreaker questions and topics and a level of appropriate conversation for with new colleagues, and then allow students time to research and compile a list. This activity could be done individually or in small groups with some time allowed for class discussion.

**Activity 5 (5-15 minutes)**

Students work individually on this activity to reflect on what they have learnt. The same questions are asked at the end of each module and are designed to help learners identify which key areas of learning this module has helped them with.