



SOFT SKILLS AS A TOOL FOR CREATIVITY IN RURAL AREAS PROJECT
2020-1-FR01-KA204-079841

1) NAME AND DESCRIPTION OF THE TOOL

Teamwork is a very helpful tool in terms of effectiveness of work or coordinating. Having teamwork skills, you can use your personal skills in a better way, which will help the group in fulfilling their common goal. Knowing which role to take in a group can help to work as a team and not as a group of individuals. Therefore the goal can be achieved faster and in a more effective way.

The various roles are for example:

Co-ordinator, Investigator, Team worker

Shaper, Implementer, Finisher, Evaluator, Plant, Specialist

To achieve the concept of effective teamwork within a group, there are several teamwork skills needed. For example:

Active listening

Conflict management

Respectfulness

Reliability

Collaboration

Communication

2) OBJECTIVES OF THE TOOL

- How to coordinate in a group
- How to divide the group in different roles
- How to use everyone's individual skills to make the team work more effective



SOFT SKILLS AS A TOOL FOR CREATIVITY IN RURAL AREAS PROJECT
2020-1-FR01-KA204-079841

3) CONNECTION OF THE TOOL WITH THE ENEMY

The exercise helps you to understand the importance of teamwork. Maintaining it at a good level promotes efficient work and better results. It is useful to realise what potential each of us has and what the best contributions we can make to the group. It is also useful to know the strengths of others and how to use them, how they can contribute to achieving goals and common tasks. The ability to work in a team is required when working with other people, good relationships at work translate into good relationships with others also in private life, this allows you to better deal with difficult situations. As a team we are able to solve problems quickly and effectively.

4) RESOURCES & MATERIALS

- Large sheets of paper
- Writing paper
- Pens
- Markers

5) IMPLEMENTATION OF THE TOOL

Step one: 5 minutes

The group is divided into smaller groups of 4-8 people and each group is given writing paper and pens to write down their individual strengths and attributes with a strong and successful team in mind. Helpful questions:

- What am I good at?
- What are my strengths?
- What are my weaknesses?
- Do I have any special talents?
- How can I personally help the team to complete the task?



SOFT SKILLS AS A TOOL FOR CREATIVITY IN RURAL AREAS PROJECT
2020-1-FR01-KA204-079841

Step two: 15 minutes

Groups are given large sheets of paper, pens and markers. The task is to create a 'best team member', combining all the good qualities that individual team members have written about themselves. The result is one larger imaginary person who can, for example, be drawn and given a name. The group members write their strengths around this person. The next task is to think about how these qualities can be used in problems at work. This could be an example of a difficult situation that happened recently. Now, with the qualities of "our character", how can this problem be solved?

Step three: 10 minutes

Each group presents their best team member with all their positive aspects and story.

6) WHAT TO LEARN

This exercise helps you see the strength they have as a team, which is greater than the individual attributes of each of them. Alone they are strong, but together they are even stronger. By writing down their positive aspects, they learn to see their own strengths and weaknesses and how they can be part of an effective team, just as they are. This leads to increased confidence and respect.

It is important to know oneself before entering the team in order to be able to take on tasks and difficult situations effectively. Seeing oneself as a member of a team helps to overcome selfishness and the mindset that one has to manage alone, without the help of others.