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



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TEAMWORK



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Module: Teamwork

Main objective of the module

To understand the importance of being a member of a team, how good teamwork works, what the rules of conduct are

Module goals

To learn how to be open and flexible.

To learn the characteristics of a good team member



Why do we need a good teamwork?

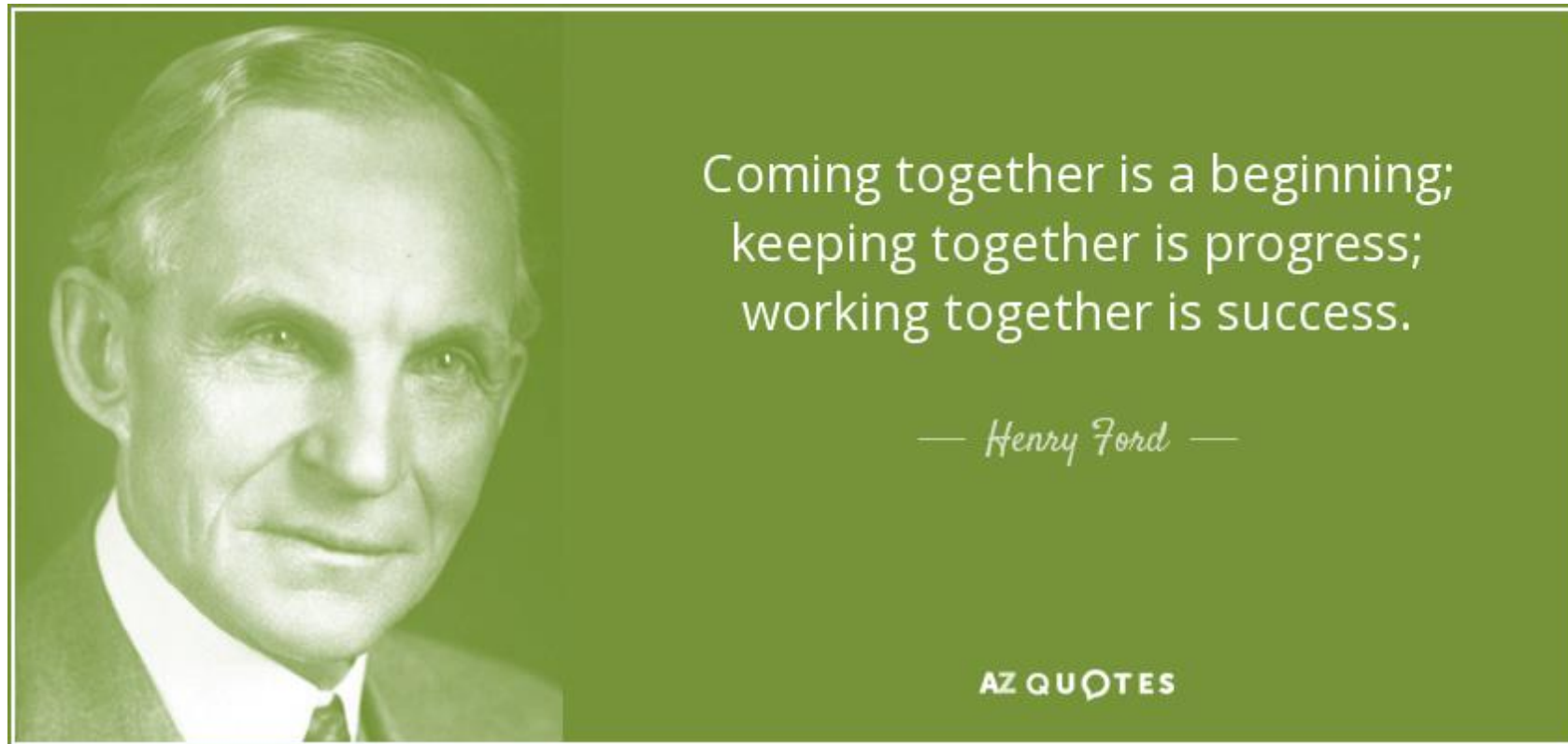
It is an undeniable fact that we all belong to many teams. Starting from our own family, a group of friends, a class at school or even a group at the workplace. That's why it's so important to understand how teamwork skills are necessary for everyday life and functioning. So let's start by learning more about the concept of teamwork.



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What is teamwork?



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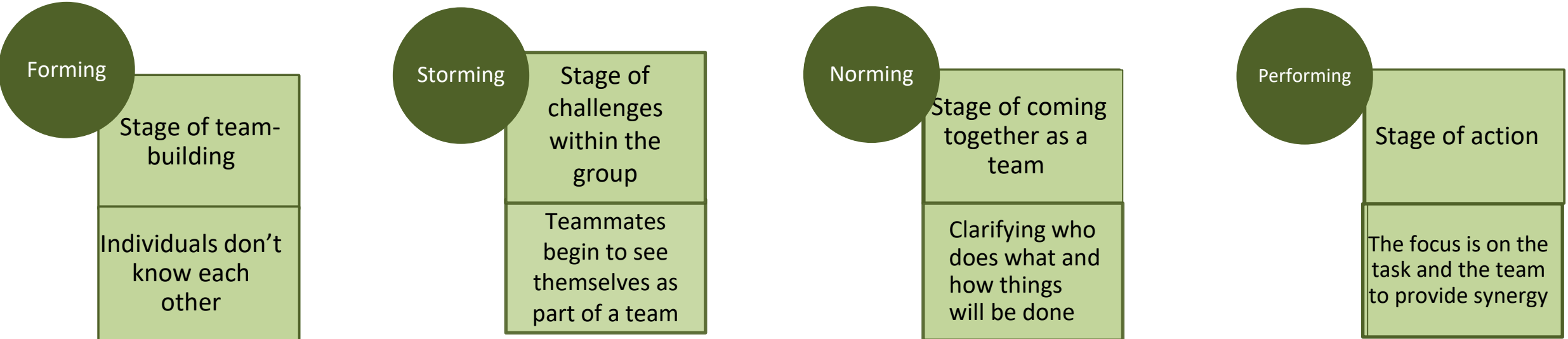


What is teamwork?

- *Teamwork* is the collaborative effort of a group to achieve a common goal or to complete a task in the most effective and efficient way.
- Teamwork is a feature that is being discussed increasingly, because more and more people realize how useful a well-developed teamwork is in our everyday life, and in almost every situation.



A group is not automatically a team from the very beginning. According to Bruce Tuckman's theory there are four stages of growing into a team:





Team effectiveness – IPO model



In order for a team to be effective, it is important to focus on the three pillars that go into working together as a team to achieve success. First is to realize what contribution each member makes to the group. The second point is working together during solving a problem or managing a challenge. If these pillars are properly analyzed from the beginning, the result will be even more effective.



Team effectiveness – IPO model

Input

A team includes different people who come from different backgrounds and have different education, skills, and abilities. Each team member makes a unique contribution to the team.





Team effectiveness – IPO model

Process

In the stages of teamwork, it is important to develop certain skills to make the processes effective.

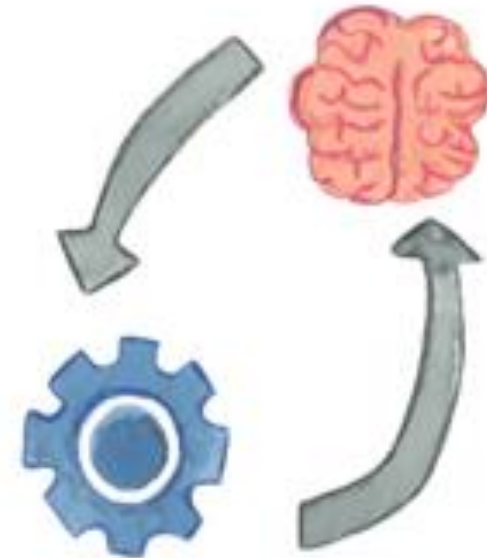




Team effectiveness – IPO model

Output

High team performance is the result of good work. At this stage, you know whether the team is working well together, the quality of its work and how it handles a situation.





Two important characteristics for working in a team

Flexibility

The ability to change or be changed easily according to the situation

Open-mindedness

Quality of being willing to consider ideas and opinions that are new or different to your own



How to be more flexible?





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How to be open-minded

Being open-minded doesn't only mean to be open to new ideas. It means being fair-minded, receptive and tolerant towards other personalities, characters or work styles.





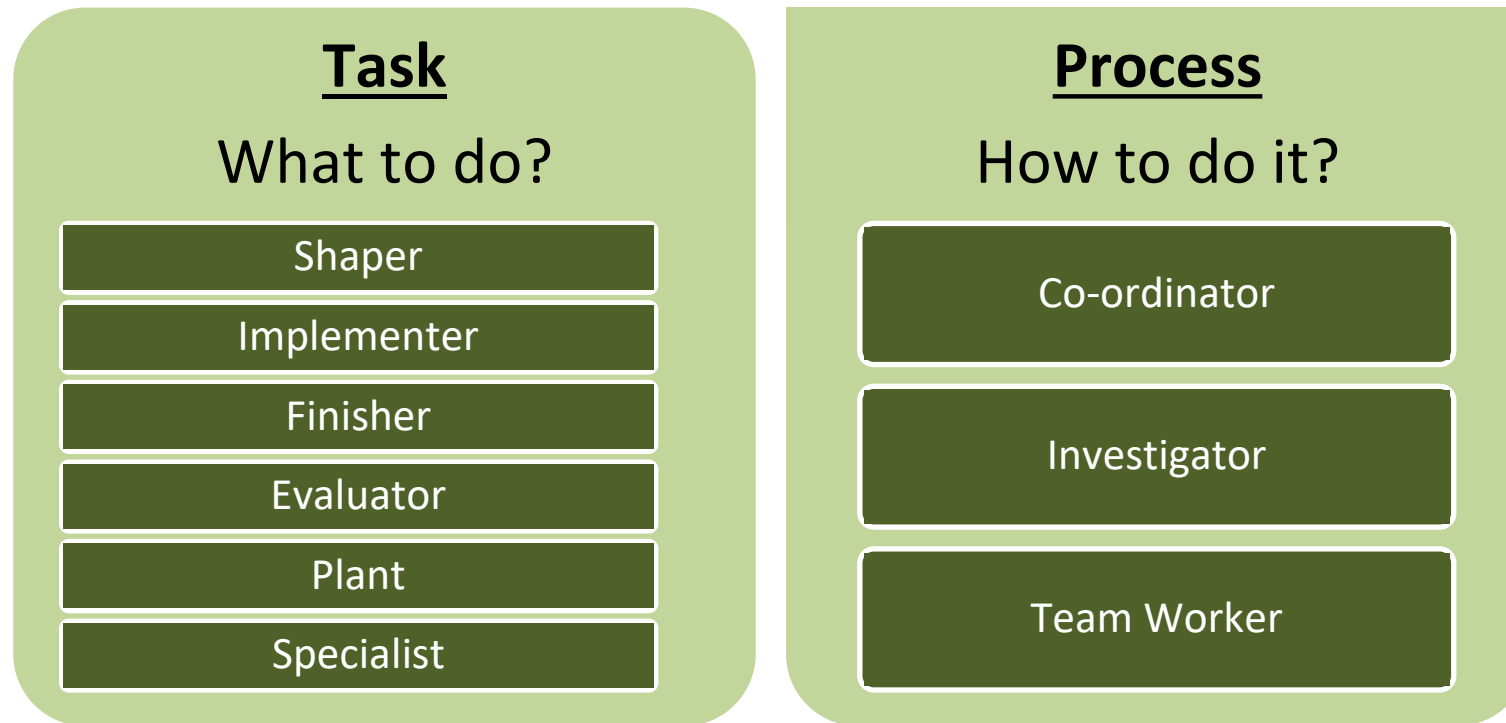
Teamwork Skills

Teamwork skills is an ability that each of us should expand and become better. It improves on good communication, faster completion of projects and meetings, a good atmosphere and excellent results. Teamwork skills depend on clear and honest talk, listening with concentration, and be responsible. Below is just a few examples of qualities that can help you improve your teamwork skills:





Members within a team can be divided into two groups according to Belblin's team roles:





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Team Roles



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Team Roles

Shaper

- Gets things done
- Has a clear idea of the desired direction

Implementer

- Gets things done
- Turns talk into action

Finisher

- Focuses on completing tasks

Co-ordinator

- Manages the group dynamics

Team worker

- Helps the team to work effectively
- Supports personal relationships

Investigator

- Gathers external resources and information

Plant

- Generates ideas and creative solutions

Evaluator

- Good at critically assessing ideas
- Makes decisions

Specialist

- Brings expert knowledge to the group



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How to learn Teamwork



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How to learn Teamwork



The skills necessary for effective Teamwork are most easily learned through practice. It is not an easy task, but it will certainly bring many benefits once you master the basic principles of Teamwork. It is worth to take part in workshops and activities Which will help improve the skills needed to work as a team.



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How to learn Teamwork



It is worth coming to such classes and breaking through to start talking to complete strangers and perform the prepared tasks. This not only helps to develop a sense of responsibility for yourself and the group, but also to learn how to cooperate with people you don't know yet.



Test Your knowledge!

1. What are the stages of growing into a team according to Bruce Tuckman's theory?
 - a) Norming, Storming, Compensation
 - b) Storming, Forming, Performance
 - c) Forming, Storming, Norming

2. What features does the team effectiveness model contain?
 - a) Process, Input, Jump out
 - b) Input, Process, Output
 - c) Input, Socialisation, Output



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3. What qualities are advisable to create good teamwork?

- a) Open- minded, Flexible, Loyal
- b) Listening, Stubbornness, Flexible
- c) Collaboration, Communication, Listening

4. What team roles can be?

- a) Shaper, Finisher, Investigator
- b) Co-ordinator, Implementer, Suspicious
- c) Evaluator, Lazybones, Shaper,



5. What is teamwork?

- a) *Teamwork* is the collaborative effort of a group to achieve a common goal or to complete a task in the most effective and efficient way.
- b) Teamwork is an effort mainly by the leader of a group to achieve a common goal or complete a task in the most efficient and effective way.
- c) Teamwork is the collaborative effort of a group to achieve a common goal or complete a task in the fastest way possible.



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Answers:

1. C
2. B
3. C
4. A
5. A



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