

[Teamwork: An Open Access Practical Guide](#)

[Teamwork: An Open Access Practical Guide –  
Instructor Companion](#)

[Fall 2019 PAL Lesson Plan – Liberal Arts](#)

## ***Teamwork***

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## Topic: Teamwork

**Objectives: Students will be able to...** **(1)** Identify traits of a good team member, **(2)** Summarize how one should act in a teamwork setting, and **(3)** Compare and Contrast good teamwork practices from bad teamwork practices

Lesson Outline	Time Length
<p><b>I. Intro</b></p> <ul style="list-style-type: none"> <li>● Take attendance</li> <li>● Ice breaker: Would you rather have more time or more money?</li> </ul>	<b>5</b>
<p><b>II. Lecture</b></p> <ul style="list-style-type: none"> <li>● Defining Teams               <ul style="list-style-type: none"> <li>○ A team consists of 2+ individuals who interact adaptively, interdependently, and dynamically toward a common and valued goal</li> </ul> </li> <li>● Team characteristics               <ul style="list-style-type: none"> <li>○ A shared, collective identity</li> <li>○ Common Goal</li> <li>○ interdependence in terms of the assigned task/ outcome</li> <li>○ Distinctive roles within a team</li> </ul> </li> <li>● How to make a good team               <ul style="list-style-type: none"> <li>○ Teammates trust one another</li> <li>○ Teammates engage in unfiltered conflict about each other's ideas</li> <li>○ Teammates commit to decisions and plans</li> <li>○ Teammates hold each other accountable</li> <li>○ teammates focus on achieving a collective result</li> </ul> </li> <li>● Finding a leader for your team is important, but everyone should be on the same page.</li> <li>● All teammates need to be committed</li> <li>● Benefits of teamwork               <ul style="list-style-type: none"> <li>○ Integrated knowledge &amp; skills of every team member</li> <li>○ Coping with complexity: it is important to view problems with different perspectives in order to solve it</li> <li>○ Motivation and commitment: if you are more involved in making a decision, you will be more committed towards the project</li> <li>○ Creative Kinship: newer, more creative ideas are made since more brainpower is being used &amp; this can result in better outcomes</li> </ul> </li> <li>● Following a Leader               <ul style="list-style-type: none"> <li>○ Interactive Role                   <ul style="list-style-type: none"> <li>■ Complement and support the leader, as well as other team members</li> <li>■ work with the leader to be organized</li> <li>■ demonstrate that you know about the topic and are an asset to your group</li> <li>■ Build collaborative and supportive relationships</li> </ul> </li> </ul> </li> </ul>	<b>20</b>

- Independence Role
  - influence the leader in a professional manner in order to avoid mistakes and conflict
  - be empathetic and supportive of other group members
  - substitute when the leader is unavailable
- Shifting Roles
  - Sometimes you come into the group as a follower but progress into a leadership role
  - Be an active member of the group
  - Maintain good communication skills with all of the team members
  - Be a role model

#### Tips to be a good leader

- Make sure every group member feels safe
    - know when to identify your failures
    - ask questions
  - have a shared understanding with your group
    - set clear boundaries
    - focus on setting a plan
  - Team transactions
    - encourage communication
    - meet face to face with your group to streamline communication
  - Facilitate team cooperation
    - know group member's personality
    - know group member's expertise and strengths
    - reward contributions by every team member
- Conflicts in Teams
  - Use positive tone
    - communicate empathetically with others
  - Listen thoroughly
  - Avoid saying others are wrong
  - Focus on the task at hand instead
  - working with difficult people can be hard, but keep in mind the tips above and be empathetic
- Types of teams
  - Project Team
    - a temporary team (classes)
    - has a time constraint
    - can consist of people with very different expertise
  - Long-term/Stable Team
    - this refers to a team that is assembled prior to work being assigned

<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>■ a good tip is to rotate member roles so every member gains expertise</li> </ul> </li> <li>○ Virtual Team           <ul style="list-style-type: none"> <li>■ little/no face-to-face interaction</li> <li>■ use of technology common</li> </ul> </li> </ul> </li> <li>● Types of team members       <ul style="list-style-type: none"> <li>○ Linker- Coordinates team members</li> <li>○ Creator- the creative thinker of the group, comes up with ideas</li> <li>○ Promoter- works to promote the project</li> <li>○ Producer- provides direction for the team and keeps team on task</li> <li>○ Adviser- encourages the group to research</li> <li>○ Assessor- offers insight analysis and feedback</li> <li>○ Organizer- provides structure and order</li> <li>○ Controller- examines minute details and enforces rules/roles for team members</li> <li>○ Maintaner- combats internal group problems and keeps group members happy</li> </ul> </li> <li>● So now that we have talked about teams and experienced a group activity firsthand, let's talk about you all in a team setting.</li> <li>● Discussion: Were you a leader or a follower? What type of follower were you? Were you a good/bad leader?</li> </ul>	
<p><b>III. Activity</b></p> <ul style="list-style-type: none"> <li>● Materials:       <ul style="list-style-type: none"> <li>○ class desks and chairs</li> <li>○ mylar blankets</li> <li>○ clothes pins</li> </ul> </li> <li>● During the first 15 minutes of class, students will split up into two groups and work together to make the best blanket fort in order to characterize teamwork in a real-life setting</li> <li>● During the last 5 minutes of class, students will complete the survey at <a href="https://uta.qualtrics.com/jfe/form/SV_1MQWTI6s96VF4ZI">https://uta.qualtrics.com/jfe/form/SV_1MQWTI6s96VF4ZI</a></li> </ul>	<b>20</b>
<p><b>IV. Debriefing</b></p> <ul style="list-style-type: none"> <li>● Campus events</li> </ul>	<b>5</b>