

Module: Workplace Skills

Topic: Teamwork

Competency: Students will demonstrate employability skills such as working on a team, problem-solving and organizational skills.

Length: One class period

Objective: Students will understand how teams are used in the workplace and those skills that will make them effective team members.

Materials: The Teamwork handout.

Description of Activity:

1. Ask students if they've been part of team, group, or organization. What was their role? How did they contribute? Examples could include sports, classroom projects, student organizations, etc.
2. Explain to students that many jobs require working on a team. A team may be formed to solve a problem, develop a product, work on a project, etc. Ask students why they think it would be beneficial to working with a team rather than doing something in isolation. What are some problems that would arise in working on a team? Examples could include some team members not contributing or completing their assignments, personality conflicts, members cannot agree, etc.
3. Review the Teamwork handout and have students complete it.
4. When completed, discuss the students' responses. Ask them to list five ways they can improve their group membership skills.

Note: Students could develop teamwork skills by assigning teams to work on various assignments or projects throughout the course.

Evaluation: Students will analyze the skills that they have or need to improve to be an effective team member.

The Team and Me

Directions: Think about your behavior in a recent group or team situation. Read through the list and put a check in the appropriate column after each behavior. Then decide how you would most like to improve. Set a goal in that area and go for it!

	Ok	Need To Do More Of	Need To Do Less Of
Communication Skills			
Talking in the group			
Listening actively			
Inviting others to speak			
Staying on the topic			
Leadership Skills			
Giving directions and information			
Inspiring/encouraging others			
Pitching in and helping others			
Problem Solving Skills			
Stating problems and goals			
Asking for ideas and opinions			
Giving ideas			
Evaluation ideas			
Team Building Skills			
Showing interest			
Expressing appreciation			
Helping achieve agreement			
Reducing tension			
Expressing Feelings			
Telling others what I feel			
Disagreeing openly			
Being sarcastic			
Expressing humor			
Getting Along With Others			
Competing to out do others			
Dominating the group			
Criticizing others			
Helping others			
Being patient			