

Team Work Learning Module



| Category | Time (hr) | Description |
|-----------------------------------|------------|--|
| Intro | 4 | Questions, Importance of Teams What do you know? What do you want to know more of? |
| Creating the learning environment | 4 Video | <ul style="list-style-type: none"> • Space to take chances • Ownership • Creating our plan • Roles |
| Flip learning | 4 | Getting ready for self/buddy learning |
| Charter | 4 | What do we want to accomplish? Goals |
| Culture | 8 | Values, Norms, Beliefs, Norms |
| Communications | 7 | Listening, Dealing with people, 6 Hats |
| Team practice | 6 | <ul style="list-style-type: none"> • Working-together • Sports teams • Music groups |
| Reflection/ Celebration | 3 | How are going to move forward? |
| Total= | 40 hr | |



Team Work Learning Module

How to begin

- First take the time with your study partner to look over the FLIP learning section to get an overview prior to creating your team.
- Create your purpose statement of your Charter for your team. What do you want this team to do?
- Build your Cultural statement for the team. Look at the first 10 minutes of the first video in the FLIP section to get an idea of the importance of your team culture.
- Review and discuss the Support items with your team mates. How will you incorporate these into your team activity?
- When learning about a new subject as a team, use various questions to gather information.
- What are the outcomes (Deliverables) we want for this portion of the project?
- [Review the development of your ground rules](#) for your team.

FLIP Learning overview

| | | |
|---|--|------------------|
| FORMING THE TEAM Team Charter: It spells out the team's mission, scope of operation, objectives, consequences, and, if applicable, time frame | | |
| Collaboration | Time management | Negotiation |
| Listening skills | Assessment & Reflection... Seeing the good in all of us. May not love the person, but they are a human being | |
| Communication Skills | Make your teammate successful. | Empathy |
| Create a Culture: Norms, Language, Symbols, Rituals, Values | | Diversity |
| Description of training: How are we going to work together? What do I bring to the team? Similarities to Sports Team | | |



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| <p>Introduction</p> <p>Questions, Importance of Teams</p> <p>What do you know?</p> <p>What do you want to know more of?</p> | <p>Introduction to Project Academy</p> <p>Utilize the Experience and Wisdom of your past</p> <table border="1" data-bbox="602 596 1399 806"> <tr> <td data-bbox="610 606 1391 722"> <p>Experience? practical contact with and observation of facts or events. "he had already learned his lesson by painful experience"</p> </td> </tr> <tr> <td data-bbox="610 732 1391 806"> <p>Wisdom? ability to discern inner qualities and relationships : insight. b : good sense : judgment</p> </td> </tr> </table> | <p>Experience? practical contact with and observation of facts or events. "he had already learned his lesson by painful experience"</p> | <p>Wisdom? ability to discern inner qualities and relationships : insight. b : good sense : judgment</p> |
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| <p>Wisdom? ability to discern inner qualities and relationships : insight. b : good sense : judgment</p> | | | |
| <p>Creating a learning environment</p> <p><u>know your customer- Their needs</u></p> <p><u>Help with personal development</u></p> | <ul style="list-style-type: none"> • Space to take chances • Ownership • Creating our plan • Roles <p>How the classes will run & our responsibility</p> <ul style="list-style-type: none"> • Our culture, students' responsibility <p>Tenants http://projectacademy.org/Documents/tenets-projectacademy-03222017.pdf</p> | | |
| <p>Flip learning</p> | <p>Getting ready for self/buddy learning</p> | | |

A successful organizational culture brings together the people of your organization and keeps them aligned. When your culture is clear, different perspectives can gather behind it with common purpose. The culture at your organization sets expectations for how people behave and work together, and how well they function as a community.

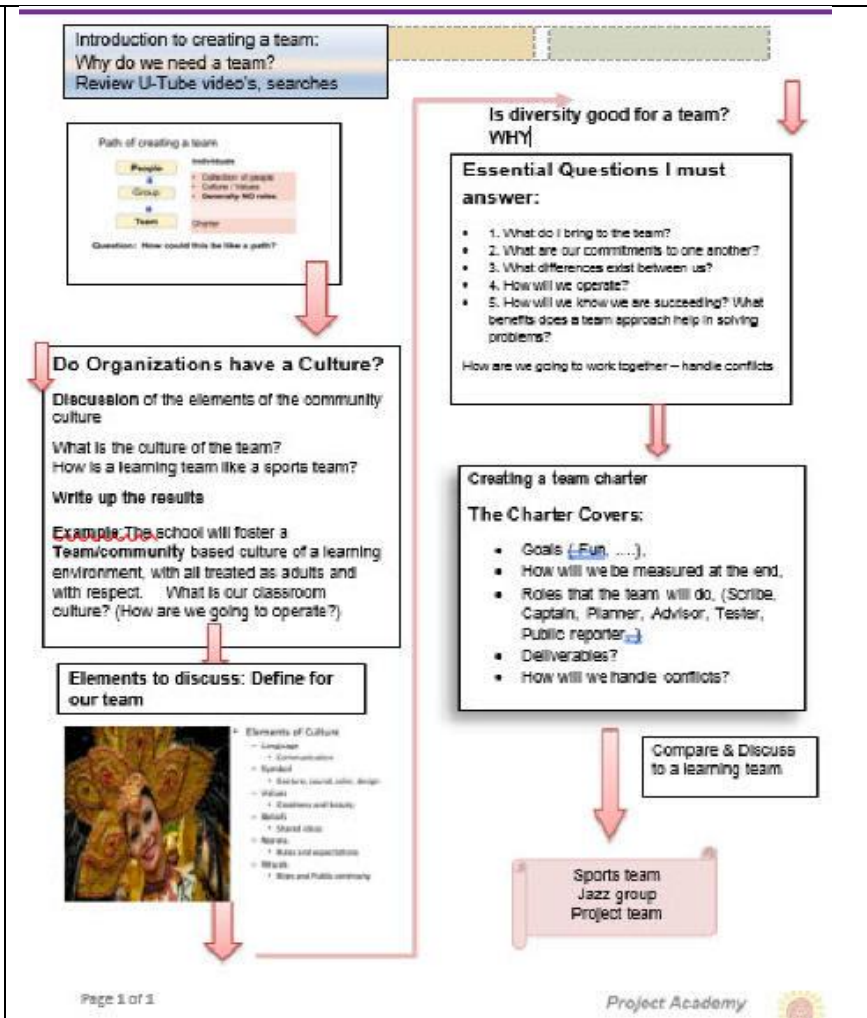
In this way, culture can break down the boundaries between silos, guide decision-making, and improve workflow overall. On the flip side, a toxic organizational culture has the capacity to do just the opposite. [source](#) **The culture is how we operate together.**



Team Work Learning Module

Team work skills

“The work world has changed so that social skills are at a premium. **Over 70% of jobs today involve membership of a team...** Increased technology in the workplace is associated with interdependence ... teams cooperate with teams. In today’s world teamwork skills are employability skills.” Dr. Spencer Kagan

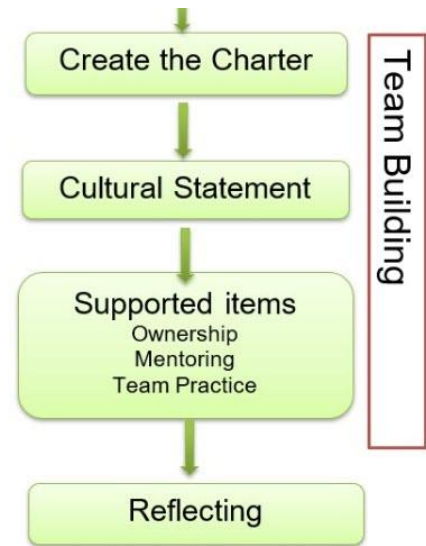


Our subsequent conversations with hundreds of Millennials made it clear that what they want most from their managers isn't more managerial direction, per se, **but more help with their own personal development.** One Millennial we spoke with summed up a theme we heard again and again: “I would like to move ahead in my career. And to do that, it's very important to be in touch with my manager, constantly getting coaching and feedback from him so that I can be more efficient and proficient



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| Flip learning | Getting ready for self/buddy learning |
| Charter | What do we want to accomplish? Goals |
| Culture | Values, Norms, Beliefs, Norms |



Charter / Goals of the team: To Facilitate the changing from just a group of Individuals to a team that has its own Charter (purpose, Goals and roles) for working together

The **charter** represents a document that describes a project, its rationale, its goals and its participants. The **purpose of a charter** aims at aligning the expectations of all the contributors so that their energy focuses on the project's priorities.

Developing & recording the elements of our Charter

Purpose ... *The reason why something is done or used, the aim or intention of something*

Any Rules

Organization structure-Roles Scribe, Captain, Planner, Advisor, Tester, Public reporter,

Authorization?

Goals for our team

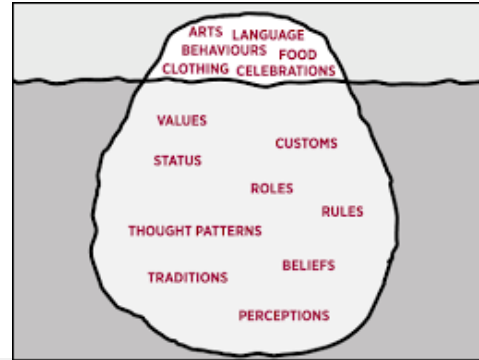


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Questions to start:

Discuss what a community's culture is.

- How is it like a company or team' culture?
- What are the negatives of a community culture?



What are the elements of a team culture statement? Discuss ours?

The culture is how we operate together

- What are our values as a community? [Examples of potential values](#)
- How do we deal with other people?
- Do we have norms that we operate with?
- Are there rituals that we follow?
- What are our beliefs?

Process: Create a table of your items to create your **cultural statement**

| Item | Description |
|---|---|
| Interpersonal skills | Body language, Smiling, Greetings, Helpfulness, Caring, Positive attitude , The Platinum Rule (Bose corp.)_ |
| Norms <i>Guide acceptable behavior</i> | What fun and innovative ways can we make the community better, Good |



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| | collaboration, Think critical & creatively, Self-regulation support |
| Rituals | What actions or events do we want to do to learn, honor our team member, etc. What's on my mind intro. |
| Beliefs <i>Something that is accepted</i> | Learn from Failure” and “Make Others Successful, Focus on the customer and all else will follow, Do your best, Continuous improvement, Life-long-learner |
| Values | Trust, Honesty, Listening, Empathy, Curiosity, Kindness, Flexibility, Respect, Independence, Collaboration, |
| Sports/Music Analogy | In a good team the players work together (no stars) and care about each other and want all to be successful. They Achieve their beliefs, Their outcomes. Jazz experience |

Major team elements

- **Trust:** Psychological safety that enables interpersonal risk taking and confidence that the team will not embarrass or punish someone for speaking up
- **Constructive conflict:** Comfort with and encouragement of diverse perspectives and productive disagreement as necessary ingredients to innovation and good decisions
- **Collaboration:** Active listening, building on and connecting the ideas of others to solve each other’s problems
- **Accountability:** Commitment to team processes, the decisions of the team, and holding each other accountable for expected performance



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Example of a Cultural Statement

1. We want to be a learning organization to promotes individual & community growth.
2. We honor our community people by making them successful.
3. We listen with understanding and curiosity of what others say.
4. We trust, are flexible in our outlook, honest and provide loving kindness to others that we meet.
5. We focus on our customer and understand their needs.
6. We look to make the world and other communities better.
7. We are innovative and use creative and critical thinking processes.
8. We organize our processes and look to help others.
e use questions to begin dialogue.

Follow our [ground rules](#)



Team Work Learning Module

Communications

[Resource](#) for discussion of conflicts.



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Listening, Dealing with people, 6 Hats

Dealing with conflicts in the team

Insure active listening to each other

Seek understanding not agreement

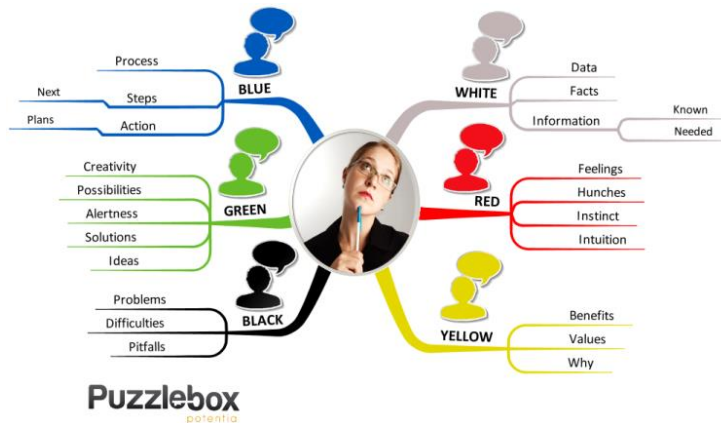
Outline the issues

Build dialogue

Agree to an action plan

Insure you follow up.

Be positive



Team practice

- Working-together
- Sports teams
- Music groups

Reflection/ Celebration

How are going to move forward?



Team Work Learning Module

Communication Skills Examples of good communication skills are:

- Listening skills (especially active listening skills)
 - Written and spoken communication skills
 - Verbal and non-verbal skills (body language)
 - Patience and understanding other's feelings
 - Friendliness and being supportive
 - Confidence in all of your interactions with others • Open-mindedness to other person's point of view
 - Respect to people and their ideas
 - Being able to appropriately give and receive feedback
 - Presentation skills
 - Public speaking skills
-

Tips to improve your communication skills:

- Watch your body language and be careful with eye contact.
- Get rid of unnecessary and irritating words such as "um" or "like."
- Use humor and tell stories.
 - Ask questions to clarify.
- Get rid of distractions.
- Pronounce your words correctly.
- Always be polite and understanding

