### SESSION OUTLINE

**COURSE:** ABE Level 4 Dynamic and Collaborative Teams

**ELEMENT:** Element 5: Your team working skills

## **LEARNING OUTCOME 5**

**Analyse your own skills and team working traits in order to understand how you can contribute effectively to team working (Weighting 10%)**

5.1 Analyse your own skills and team working traits in order to understand the roles you are likely to be most effective at performing in a team context

5.2 Evaluate the challenges you might face, and present to others, when working as part of a team, and what action you can take to minimise the negative impact of these factors on collaborative working

**NUMBER OF SESSIONS:** Two - approximately 4-5 hours in total. LO5 RESOURCE PPT; Activities 1-3

**SESSION TOPICS:** Session 14: Analysing your own skills and team working traits

 Session 15: Evaluating the challenges you might face and present to others

**Note to tutors: These are the recommended session outlines for Learning Outcome 5 of the ABE Level 4 Dynamic and Collaborative Teams. You should follow the plan, using the resources (referenced as ‘slides’) and activities provided. It is important to enhance all sessions with local examples and case studies, involving the learners ACTIVELY wherever possible.**

### SESSION 14: Analysing your own skills and team working traits (2-2.5 hours)

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| **Topic** | **Tutor Activity** | **Slides** | **Learner Activity** | **Formative Assessment** |
| Introduction to session and learning outcomes | Use file: **LO5 RESOURCE**Assessment Criterion 5.1 | 1-2 | Listen |  |
| Analysing your own skills and team working traits | **Debrief on Homework Activity 8 from LO4** Share your thoughts on the impact of not celebrating success on individual motivation and team performance?Justify your answerDraw out the benefits such as Improves commitment to further work, increase motivation and job satisfaction. | 3 | Contribute to the class discussion. Listen to others and make notes as necessary. |  |
| **Background*** Team work has the potential to contribute strength
* There are a number of complementary human traits which an contribute to effective team working
* Understanding your own team working traits will help you utilise them
* Classifications of different personality traits are not without their critics
* Possible to structure team to release full potential of each team member

Refer to Study Guide  | 4 | Listen, ask questions and makes notes |  |
| Facilitate **Class Debate** to bring out the following points:* Personality traits are controversial
* There are issues with validity (do they measure what they claim to measure)
* A lot of measures are topologies not based on scientific research
* The methods of testing are not always reliable
 | 5 | **Class Debate**Split class into two groups10 minutes to prepare argumentsThis house proposes personality traits are no more robust than personal horoscopes”Contribute to discussionListen, ask questions and makes notes |  |
| Analysing your own skills and team working traits* Different models define traits in different ways
* What makes a team successful remains the same:
	+ How team relates to and works with each other to complete a task
	+ Sense of belonging and finding meaning
	+ Individual’s develop their own capabilities
* Need to consider how traits can be used to develop your contribution

Belbin Team Roles* Resource investigator
* Team worker
* Plant
* Monitor evaluator
* Specialist
* Shaper
* Implementer
* Completer finisher

Refer to Study Guide  | 6-7 | Listen, ask questions and makes notes |  |
| Brief **Individual Activity 1**(Based on Activity 2 in Study Guide Chapter 5) – Search for a personality test online and take test. * What do the results confirm about what you already know about yourself?
* What surprised you about the results?
* Based on the results what one action can you take that will help you to utilise your traits and contribute more to your team?
 | 8 | **Individual Activity 1**Search for a personality test online and take test. *For example - http://www.outofservice.com/bigfive/** What do the results confirm about what you already know about yourself?
* What surprised you about the results?
* Based on the results what one action can you take that will help you to utilise your traits and contribute more to your team?
 | **E5 LO1 Activity 1:** Analysing your team working traits |
| The Team ContextHackman Five Factor Model:* Being a real team
* Compelling direction
* Enabling Structure
* Supportive Context
* Expert Coaching

Refer to Study Guide  | 9 | Listen, ask questions and makes notes |  |
|  | Brief on **Homework Activity 2** Based on your knowledge regarding your Belbin Team Role, you completed for Activity 2 in Chapter 5 of the Study Guide complete a SWOT analysis to understand how you can be effective in performing in a team. | 10 | Listen and ask questions as necessaryIndividual activity as homework | **E5 LO1 Activity 2:** Team work SWOT analysis |
| Review of session and learning outcomes |   | 11-12 | Listen  |  |

### SESSION 15: Evaluating the challenges you might face and present to others (2-2.5 hours)

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| **Topic** | **Tutor Activity** | **Slides** | **Learner Activity** | **Formative Assessment** |
| Introduction to session and learning outcomes | Use file: **LO5 RESOURCE**Assessment Criterion 5.2 | 13-14 | Listen |  |
|  | Debrief on **Homework Activity 2**Ask students to submit completed SWOT analysis | 15 | Submit completed SWOT analysis |  |
| Evaluating the challenges you might face and present to others | Minimising Challenges to Collaborative Working* Individual personality traits can bring out the worst in people
* Required to recognise difference to elicit high performance
* People all see the world differently
* Individual paradigms can be positive and negative
	+ **Diversity of perspectives**
	+ **New possibilities**
	+ **Innovative thinking**
	+ **Increases opportunity for dysfunction**

Refer to Study Guide  | 16 | Listen, ask questions and makes notes |  |
| Facilitate **Class Discussion**: to bring out the following points:* Differences and diversity can contribute positively to a team dynamic
* It’s how we react and respond to differences that impact on team performance
* We need to be aware of the impact our thinking has on other people in the team
* We need to be sensitive to other people’s paradigms
 | 17 | Discuss in what ways can individual paradigms be positive and negative? Give examples.Contribute to discussion. Listen and make notes as appropriate |  |
| Managing the Flip-side* Team managers and team members must work together
	+ Off-set bad personality traits
	+ Utilise good personality traits
* Achieve synergy
* Include personality trait analysis as part of recruitment process
* Ensure new hire is good fit for team
* Take account of personalities that are supportive of each other

Awareness of Others* Focusing on issues becomes habitual
* Easier to focus on things that annoy you
* Problems demand our immediate attention
* Commit to being aware of what people contribute to the team
* Place spotlight on strengths and talents
* Enable individuals to be their best

Refer to Study Guide  | 18-19 | Listen, ask questions and makes notes |  |
| Brief **Paired Activity 3**Develop a Personal Development plans to develop your strengths and to enable you to contribute to collaborative working. | 20 | **Paired Activity 3**Develop a Personal Development Plan (PDP) to develop your strengths and enable you to contribute to collaborative working.Discuss your PDP with your partner.Listen, ask questions and makes notes | **E5 LO1 Activity 3:** Personal development plan to enhance your strengths |
| Maximising Team Effectiveness* Working in a team environment is essential to your employability
* Required to work to maximise team effectiveness
* Be aware of your role and responsibilities
* Evaluate your contribution
* Identify gaps in your knowledge, skill and capabilities
* Acknowledge areas where you need support and training
* Celebrate Success

Refer to Study Guide  | 21 | Listen, ask questions and makes notes |  |
|  | Check understanding of assignment for this unitand answer any queries | 22 | Listen and ask questions as necessary | Continue to work on assignment for this unit so that it is ready to submit by the deadline. |
| Review of unit as a whole | Refer to summary in Study Guide Check understanding of session Obtain feedback on unit as a whole  | 23-24 | Listen and complete feedback forms on unit. |  |