

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

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

[Spring 2020 PAL Lesson Plans – Undeclared](#)

Career Planning: Teamwork (Presentation Slides)

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Important: Pre-Survey

The information in this week's lesson comes from an [Open Educational Resource \(OER\)](#) designed for UTA students.

As this resource is still being developed and improved, the creators have asked that students complete a pre-survey, a post-survey, and a reflection around this lesson.

Please take a few minutes to complete the pre-survey before continuing.

Take a screenshot of the thank you page at the end of the survey. Paste the screenshot into an email to send after completing this lesson.



Access the survey with the QR code or by clicking [HERE](#).

Career Planning

Teamwork

“

*Alone we can do so little;
together we can do so much.*

”



~ Helen Keller

Starting from the Basics: What is a Team?





Teams have:

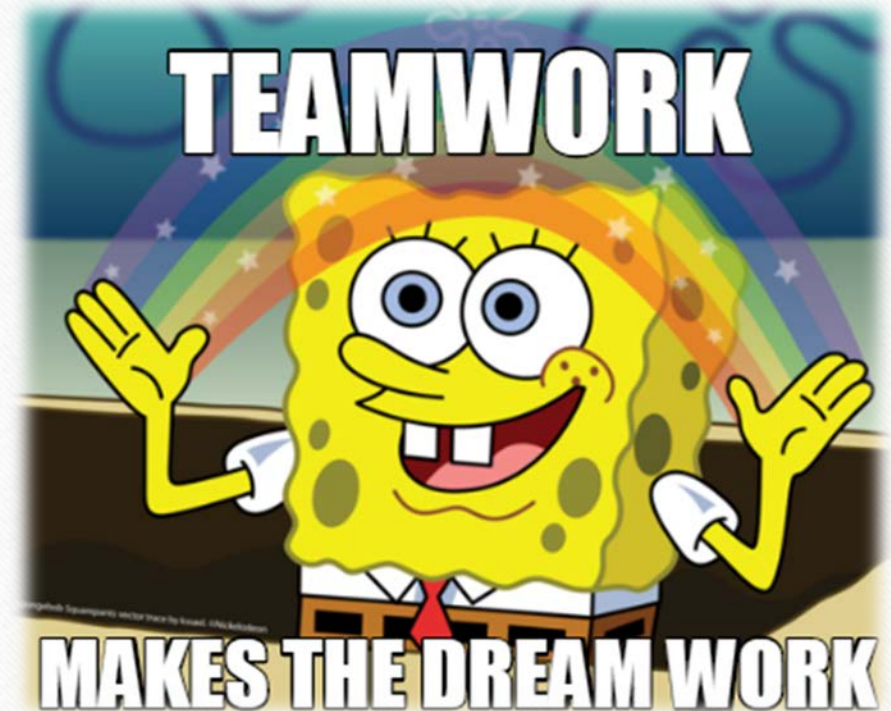
1. A collective identity
2. Common goals
3. Interdependence in terms of assigned tasks and outcomes
4. Distinctive roles within the team

Successful teams also have:

1. Trust between members
2. Unfiltered conflict around ideas (a.k.a. open discussion)
3. Commitment to decisions and plans of action
4. Accountability
5. Shared interest in achieving goals

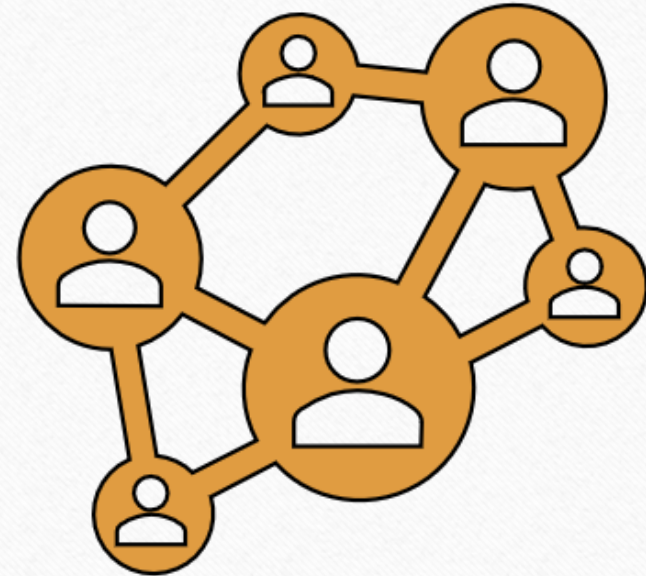
Benefits of Teamwork

-  Increased productivity
-  Multiple perspectives for greater creativity
-  There are people to turn to when you need help
-  An outcome greater than the sum of its parts



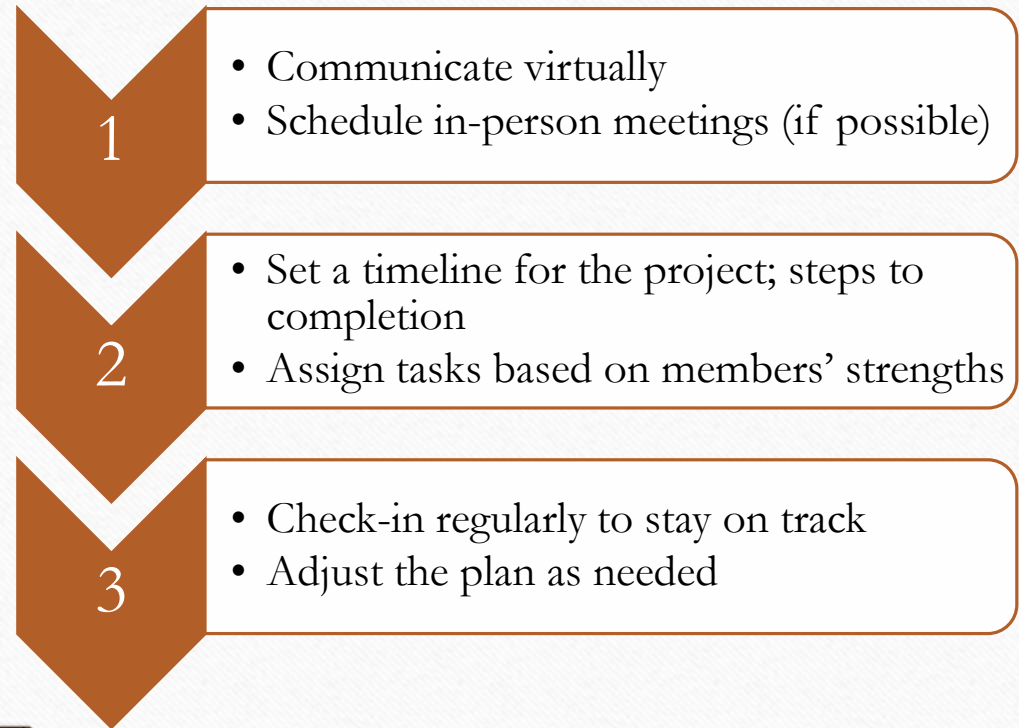
Teamwork in Your Career

- You'd be hard pressed to find a career that doesn't require teamwork or some form of collaboration.
- Most projects are too big for a single person to handle.
- That's why employers want employees who are capable of working well on teams.
- Think about your career goal. When might you need to work on a team?



Teamwork in College

- Group projects aren't always fun, but they're just another one of the many ways that college is preparing you for your career.
- If everything goes as it should, your project will be better than you could have made it alone.
- If things go wrong, then you can look at the experience as practice in planning and conflict resolution.



Conflict on a Team

- A little conflict around ideas can be a good thing, because it can lead to the best solutions.
- Excessive conflict or conflicting personalities are typically less productive.
- When your group encounters conflict (and it inevitably will at some point), it's important that you maintain open channels of communication.



Use positive tones



Listen to all sides

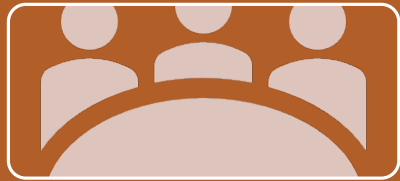


Limit blame and criticism



Focus on the solution, not on the problem

Types of Teams



Project Teams

- Temporary groups formed to achieve a specified goal
- Most college group projects



Long-term or Stable Teams

- A more permanent group that works on a series of problems over an extended period of time
- Most workplace teams



Virtual Teams

- Teams that work together virtually over a long distance
- Increasingly common in both school and career, which makes virtual teamwork a highly valued skill

Being a Leader vs. Being a Follower



Leadership Roles

- Facilitate a safe space for creativity
- Develop a clear team plan
- Encourage communication
- Facilitate coordination and cooperation
- Be a worker, not just a supervisor



Followership Roles

- Interact with and support teammates
- Handle individual tasks and responsibilities
- Be flexible and ready to take on new challenges
- Hold yourself to a high standard

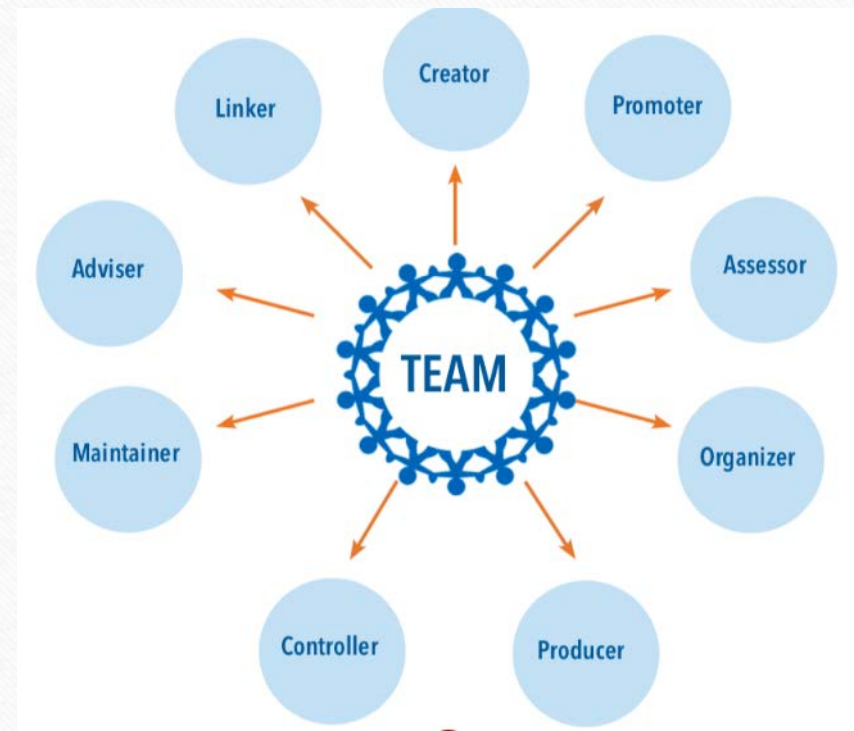
As a individualistic culture, we tend to value leaders over followers; however, they're equally important.

The difference between the two roles is the type of responsibility.

Leaders keep a team on track to their goals, while followers do the necessary work.

Your Place as a Team Member

- Teams need to capitalize on individual strengths in order to be successful.
- You should get to know yourself and your teammates.
- You don't need to put yourself or your teammates in a box, just acknowledge the unique strengths and skills that each person brings to the table.



Important: Reflection & Post-survey

Now that you've read through this week's lesson, please complete the Teamwork reflection and post-survey.

Take a screenshot of the thank you messages for both.

Email all three screenshots to my staff email (rebecca.roten@uta.edu).



Click [HERE](#) for the reflection.



Click [HERE](#) for the post-survey.

Final Announcements/Reminders

- Many of you haven't sent the screenshot for your end-of-semester survey. Please make sure you do this by Friday. You can find the link under the announcements tab.
- Look over your grades for this class. At this point, all your assignments should be turned in.
- I should have all the grades posted by the end of the week, and I plan on officially submitting them over the weekend. If you have any questions or concerns about your grades, please email me immediately.

End of Semester Message

We've made it to the end of the semester! I want to thank you all for a fantastic few months. Sure there were several bumps in the road, but we've made it through and we're all stronger people because of it. I'm proud of you all, and I know that you'll go on to do amazing things both in college and in your careers.

Even though I'll no longer be your teacher, I'll still be your PAL. Please feel free to email me if you ever need my help or advice down the road. I hope to see you all around campus over the coming semesters.

Best of luck on your finals!

Go Mavs!