Team work

Learning & Teaching Unit
Overview

Why do team work at Uni?

What are the benefits of working in teams?

What makes an effective team?

Developing a team plan & setting expectations
Why do team work at uni?

Develop essential skills & attributes for your professional life
Developing key skills & attributes

- **Communication skills**: writing, speaking, listening
- **Team skills**: empathy, understanding, being supportive
- **Problem solving skills**: being analytic, proactive, resourceful
- **Management skills**: planning, organising, delegating, meeting deadlines, managing stress
Benefits of working in teams

• Share ideas and experiences
• Draw on strengths & experiences
• Increase quality of output
• Find different ways to solve problems
• Support for challenging tasks
• Develop transferable skills for workplace
What makes an effective team?

goals

a plan

communication

commitment

positive attitude
Setting goals & objectives, developing strategies, e.g.: 

- Hand in assignment on time 
- Get a Distinction grade 
- Develop transferable skills 

- Develop an effective IT solution to meet client’s needs 

- Make a plan 
- Set up team meetings 
- Establish team roles 
- Allocate tasks ….. And so on
Make a plan

- List of tasks
- Time-line
- Allocate tasks
- Set deadlines, with consequences
- Plan B
Allocate tasks

- keep in mind goals & objectives
- play on strengths & interests
- skills & experience
- set ‘milestones’ or ‘deliverables’
- support & resource
Communication

- Establish ways to communicate
- Be open to feedback
- Be upfront
- Set up & attend regular meetings
  - set up rules
  - establish agenda
  - take minutes
  - circulate minutes
Iron out the wrinkles

Activity:

• It is useful to have a shared understanding of expectations for working as a team
• With your team members, complete the ‘Thinking about team work’ activity
• Report back to the class
For more resources & support:

- L3: Language, Literacies & Learning site:
  - [www.unisa.edu.au/L3](http://www.unisa.edu.au/L3)
  - [www.unisa.edu.au/L3ITEE](http://www.unisa.edu.au/L3ITEE)