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| **Minor Award Name** | Teamworking |
| **Minor Award Code** | 5N1367 |
| **Level** | 5 |

**Suggested resources to support delivery:**

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| --- | --- | --- | --- | --- |
| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Role of Teamworking | Online source | Essential reading Teamwork Theory.  Core Skills. Teamworking.  Excellent group exercises.  Planning a Teamwork Project. Toolkit 1.8 | Core Skills Programme Materials Compilation. Version 3. 2007 | [www.the-happy-manager.com/articles/teamwork-theory](http://www.the-happy-manager.com/articles/teamwork-theory)  <http://www.kent.ac.uk/careers/sk/teamwork.htm>  FAS copyright material but widely used in Training Centres. Contact SOLAS. |
| Different Types of organisations  Different Teams and their functions | Book  Online source  Online source | Foundation of Teamworking Theory  The role of Organisational culture and motivation in teamworking  Development sequence in small groups | Hersey.Paul, Blanchard,Kenneth H, and Johnson, Dewey E,  Management of Organisational Behaviour. 7th Edition, Prentice Hall International 1996  The Role of Organisational Culture and motivation in the effective utilization of IT for Teamworking in Construction.  Tuckman,Bruce W, 1965  “Developmental Sequence in Small Groups. Psychological bulletin 63, 384 -399. Reprinted in Group facilitation: A Research and Applications Journal Number 3 Spring 2001 | <http://www.prenticehall.com>  Click Higher Education Division. Search Catalogue. Key in either book title or authors. See author /source column.  <http://dennislearningcenter.osu.edu/files/2014/08/GROUP-DEV-ARTICLE.pdf> |
| Different Roles within a team | Journal  Book | Original work on roles of group members  Learning in groups | Benne,K.D. and Sheets,R, “Functional Roles of Group members”  Journal of Social Issues 1948  Jacques, David, Learning in Groups.  2nd edition, Kogan Page 1991. Reprinted 1998 | [www.onlinelibrary.wiley.com](http://www.onlinelibrary.wiley.com)  [www.mindtools.com/pages/article/newTMM\_85.htm](http://www.mindtools.com/pages/article/newTMM_85.htm)  [www.koganpage.com](http://www.koganpage.com) |
| Different Personality Types | Online source  Book | Excellent on different personality types . Good exercises for group to do in class | Peter Honey Publications.  Teams and Teamworking Peter Honey. ISBN 9781902899152 | [www.peterhoney.com/download](http://www.peterhoney.com/download)  <http://www2.le.ac.uk/departments/gradschool/training/eresources/teaching/theories/honey-mumford> |
| Multi Team environments | Downloadable book  Online source | How Top Multinationals teamwork  Effective teamwork practical lessons | How Top Multinationals span Boundaries and Cultures with High Speed Teamwork  Effective Teamwork. Practical lessons from Organisational Research 2012. Michael A. West 3rd Edition. Published Wiley - Blackwell | [www.bookzz.org](http://www.bookzz.org)  Downloadable book  [www.wileyblackwell.com](http://www.wileyblackwell.com) |
| Stages of team development and team roles | Online source | Team roles | Benne, K.D. and Sheets,R. “Functional Rules of group members”. Journal of social Issues 1948 Vol. 4 issue 2 page 41-49 spring 1948 | [www.onlinelibrary.wiley.com](http://www.onlinelibrary.wiley.com)  [www.mindtools.com/pages/article/newTMM\_85.htm](http://www.mindtools.com/pages/article/newTMM_85.htm) |
| Setting team Objectives | Online source | Teambuilding toolkit. | Teambuilding Toolkit – Keys to enhance your Supervisory Success. University California, Berkeley. Suzy Thorman and Kathy Mendonca | <http://hrweb.berkeley.edu/files/attachments/Team-Building-Toolkit-KEYS.pdf> |
| Effective Listening &Communication skills | Book | Essential Reading – How effective communications help teamworking | Effective Communications  Nicholas Harvey March 2010  ISBN: 9780717147564  Gill and MacMillan  Customer service in Ireland. 3rd Edition 2012 ISBN: 978071715260  Suzanne Twomey  Chapter 4 Teamwork | [www.gillmacmillan.ie/resources](http://www.gillmacmillan.ie/resources)  [www.gillmacmillan.ie](http://www.gillmacmillan.ie)  To buy |
| Effective group presentation skills for teamwork | Online source | Group presentations |  | <http://www.kent.ac.uk/careers/sk/teamwork.htm>  <http://www.speaking-tips.com>  <http://www.learnhigher.ac.uk/working-with-others/group-work-working-with-others/>  [www.sixminutes.dlugan.com/group-presentations-unified-team-approach](http://www.sixminutes.dlugan.com/group-presentations-unified-team-approach) |

**Useful Organisations:**

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| **Name** | **Contact Information** |
| Irish Institute of Training and Development | [www.iitd.ie](http://www.iitd.ie) |
| Skillnet  IBEC | [www.skillnets.ie](http://www.skillnets.ie)  [www.ibec.ie](http://www.ibec.ie) |

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| **MOOCs (Massive Online Open Courses)** | |
| Free access to online courses  Search regularly for new courses and new start dates  Regular on line courses Teamworking and Team building.  College and University free resources teamwork. | <https://www.mooc-list.com/>  [www.coursera.org](http://www.coursera.org)  [www.education.exeter.ac.uk](http://www.education.exeter.ac.uk)  [www.youtube.com](http://www.youtube.com) |