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| **Minor Award Name** | **Teamworking** |
| **Minor Award Code** | **4N1169** |
| **Level** | **4** |

**Suggested resources to support delivery:**

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| **Theme/Topic** | **Type** | **Relevance** | **Author/Source** | **Web Link** |
| Describe the functions of teamworking, to include its advantages and disadvantages, and identification of different types of teams which exist in a variety of situations | Article | Infographic outlining clearly the functions of Teamworking | Patrick Lencioni | <http://careercompasscanada.com/wp-content/uploads/2015/04/The-Five-Functions-of-a-Team-Model.pdf> |
| Article | Nice table outlining clearly the advantages and disadvantages of Teamwork | Medsker, G.J., Campion, M.A., "Job and Team Design," in Salvendy, G., Handbook of Human Factors and Ergonomics, pp. 450 - 489, Interscience, 18 Apr 1997 | [Advantages and Disadvantages](http://www.hf.faa.gov/webtraining/teamperform/Team008.htm) |
| Article | Good resource for the teacher to make their | Prof. Dr. Adel Mohamed Zayed  Prof. Dr. Mostafa Mostafa Kamel | [Different Types of Teams](http://pathways-egypt.com/subpages/downloads/Teams_Chapter_2.pdf) |
| Identify the stages of team development, to include roles and impact of personality types | Article | This document outlines the five stages of Teamwork, however it also includes activities for each stage thereby ratifying the experiential learning. You will need to make it your own as while it is accessible it will depend on the level of literacy of the learner as this is aimed at a corporate environment. | Jim Cain, Ph.D. Teamwork & Teamplay | [Teamwork and Teamplay Resources](http://www.teamworkandteamplay.com/resources/resource_5stages.pdf)  The link does bring you straight to the document. I have amended the ‘Type’ to say article. |
| Outline the contribution of an individual to a team  Identify personal strengths and weaknesses as a member of a team and facilitate the learner to identify the roles played by team members e.g. facilitator, mediator, summariser, recorder | Article | Contains the basic characteristics of effective communicators, plus tips to help students with group climate and process. | Marty Brounstein | [Ten qualities of a Team Player](http://www.dummies.com/how-to/content/ten-qualities-of-an-effective-team-player.html) |
| Teaching resource | Embedded within the page are tips for all stages of the group process with checklists, group contracts etc. There are activities that promote all positive attributes of effective teamwork. This is an excellent resource. There is also an audio version | The Centre for Teaching Excellence | [Waterloo Centre for Teaching Excellence/Effective Group Member](https://uwaterloo.ca/centre-for-teaching-excellence/teaching-resources/teaching-tips/tips-students/being-part-team/teamwork-skills-being-effective-group-member) |
| To explore with the learner the impact of personality types. | Article | Brief overview of personality types including the influence of culture on teamwork. Links to other useful articles on page. | Linda Ray | [Cultural and Personality Differences](http://smallbusiness.chron.com/cultural-personality-differences-affect-teamwork-22166.html) |
| Exploration of what constitutes team working helping the learner to define what is and is not a team using a variety of materials | Article | Outlines clearly what people look for when putting a team together and therefore how personality can impact on a team’s functions | Tim Clarke | [Hiring the right people for the Team](https://www.liquidplanner.com/blog/how-to-hire-the-right-people-for-your-team/) |
| Lesson | Overview of how a team works outlining Belbins team roles plus processes and skills needed to be an effective Team Member. | Skills you Need content team. | [Teamworking](http://www.skillsyouneed.com/ips/team-working.html) |
| To facilitate the learner to generate information about their own role in teams and membership of teams exploring with them their personal strengths and weaknesses and how these might impact on the team. | Lesson | Simple English used to give the definition of a group or team. It looks at the role of the individual in the Team and gives defining features of a Team. The page also has links to many other pages which will be of use. | Skills you Need content team. | [Groups](http://www.skillsyouneed.com/ips/groups.html) |
| Survey | An online survey enabling the user to input answers which lead them to a result telling them the type of role they would generally undertake within a team or group. As roles vary within different groups they may score highly in a few areas. Also includes a list and definitions of the roles people take on. There is also an observer assessment list which allows the learner to see what constitutes a good team member. | University of Kent Careers and Employability Service | [Teamwork Survey](http://www.kent.ac.uk/careers/sk/teamwork.htm) |
| Lesson | Pages 58 – 60 allow team members to reflect on and realise the effect that different personalities have on the team, thereby seeing clearly their own strengths and weaknesses and the impact they have personally on the team – excellent all round resource | Suzy Thorman and Kathy Mendonca  Talent & Organizational Performance | [Team-Building Toolkit](http://hrweb.berkeley.edu/files/attachments/Team-Building-Toolkit-KEYS.pdf) |
| Participate in core teaming activities, to include listening to others, communication, problem solving, finding solutions and conflict resolution demonstrate awareness of other team members’ ideas and opinions and conflict resolution | Activity | Nicely written survival task which would appeal to young people, completion will depend on cooperation and problem solving. Easily accomplished with no props needed. | TES member username markymark5487. All TES resources are accessible once you become a member. | Survival Task |
| More Teamwork activities with varying topics to suit all learners’ interests. Within these resources you will find all teaming activities necessary to demonstrate learner participation. | TES Teamwork resource | [Teamwork Activities](https://www.tes.com/resources/search/?q=teamwork%20activities) |
| To explore with the learner their role in the current learning environment. Analysing the importance of their participation in the group; listening, communicating, seeking solutions, questioning to clarify, building trust, turn taking and generally using the learning environment as a model of best practice. | Online Article | An online self-development instrument, which helps to promote better individual and group understanding by revealing how people prefer to take in information. The learner increases their awareness of how they learn opening up the whole process to self-scrutiny and improvement. | Peter Honey and Alan Mumford | <https://www.talentlens.co.uk/develop/peter-honey-learning-style-series> |
|  | Excellent Powerpoint outlining effective participation in a tangible way allowing both the learner and teacher to measure the participation and therefore highlight its importance. | TES member username ilovePE. All TES resources are accessible once you become a member. | <https://www.tes.com/teaching-resource/learning-to-learn-6185410> |
| Facilitate the learner to review their progress as a team member on an on-going basis during the task.  Examine what went well / what could be done differently  Identify what progress was made toward achieving personal goals  Give and accept positive and negative feedback | Article | The formation of group roles within a team and how they evolve. The learner can use this to assess their own role and review their progress. | Mindtools Editorial Team | <https://www.mindtools.com/pages/article/newTMM_85.htm> |
| Article | Tips on how to write a good reflection, the questions to ask and the benefits of good journaling. Very accessible. | Your Dictionary Editorial Team. | <http://education.yourdictionary.com/for-teachers/reflective-journal-writing-tips-for-students.html> |
| Article | Tips on resolving conflict and identifying its root. This will help you to identify with the learner what well and what could be improved upon. | Managing Teams for DummiesMarty Brounstein, August 2002 | <http://www.dummies.com/store/product/Managing-Teams-For-Dummies.productCd-0764554085.html> ISBN: 978-0-7645-5408-7 |
| Article | Questions which focus on self-improvement and serve to open discussions which are useful in aiding self-reflection. | Michael Woronko | <http://www.lifehack.org/articles/communication/the-power-self-reflection-ten-questions-you-should-ask-yourself.html> |
| General Resources | Book | Tips on setting and reaching goals, resolving conflicts, leading teams through change, and providing team members with the skills to work together productively,   * Reveal the three cornerstones’ model for developing team success and provide how-to strategies to make them happen * Discuss the types of teams that are growing in popularity, namely self-directed teams, project teams, and task teams | Managing Teams For Dummies Marty Brounstein, August 2002 | <http://www.dummies.com/store/product/Managing-Teams-For-Dummies.productCd-0764554085.html> ISBN: 978-0-7645-5408-7 |
| Book | Foundation of Teamworking Theory  Different Types of organisations  Different Teams and their functions | Hersey.Paul, Blanchard,Kenneth H, and Johnson, Dewey E,  Management of Organisational Behaviour. 7th Edition, Prentice Hall International 1996 | <https://www.pearsonhighered.com/product/Hersey-Management-of-Organizational-Behavior-9th-Edition/9780131441392.html> |
| Instructional Leadership Course | Encourages teachers to consciously modify their instructional actions so as to maximise student learning and facilitate the conscious and deliberate utilisation of teacher actions – skills, tactics & strategies | ETBI Ireland | <http://instructionalleadership.ie/> |
| Website | This website contains Management tips – however it has a whole section on Teamwork which addresses all aspects of the Teamworking module as well as PowerPoint presentations available for a fee | Management Study Guide | <http://www.managementstudyguide.com/team-building-articles.htm> |
| PDF document | Wonderful overview of the whole concept of Teamwork. Great teaching resource from Berkeley. Includes activities, icebreakers, setting ground rules, teambuilding exercises, template for a project and interestingly creating group resume to identify the strengths of the team. | Suzy Thorman and Kathy Mendonca | <http://hrweb.berkeley.edu/files/attachments/Team-Building-Toolkit-KEYS.pdf> |

**Useful Organisations:**

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| **Name** | **Contact Information** |
| Curriculum Development Unit | [www.curriculum.ie](http://www.curriculum.ie) |
| Quality and Qualifications Ireland (QQI) | <http://www.qqi.ie/> |
| Further Education Support Service (FESS) | [www.fess.ie](http://www.fess.ie) |
| Skillshare - Online classes. | <https://www.skillshare.com/> |
| Online Powerpoint presentations on all aspects of Teamworking but there is a fee | <http://www.managementstudyguide.com/types-of-teams.htm> |
| Free teaching resources on all aspects of Teamworking | <https://www.tes.com/teaching-resources/search/?q=teamwork> |

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| **MOOCs (Massive Online Open Courses)** | |
| Free online courses unless certification is required. Has a special section for teachers with Flash testing and study groups. Easily accessible terminology for Level 4 student.  Search regularly for new courses and new start dates  Online courses delivered mainly by Universities and Colleges worldwide.  Most courses are free. Charge often applies if assessment and certification is required.  Provide excellent CPD for individuals or resources that can support teaching and learning. | <https://www.mooc-list.com/> |
| <https://www.coursera.org/> |
| <https://www.udemy.com/> |
| <https://www.canvas.net/> |
| <http://www.lynda.com/nmhpexp4> |
| <http://www.extension.harvard.edu/?gclid=CKX586ur3MsCFeR82wodXrsFKg> |
| <https://www.uclaextension.edu/Pages/default.aspx> |
| <http://oyc.yale.edu/> |
| <http://www.open.ac.uk/> |
| <https://alison.com/> |
| <http://www.skillsyouneed.com/> |
| <http://www.iitd.ie/EducationCPD/CPD.aspx> |