

# LEARNER WORKBOOK

Unit 11 – Working as A Team



RSAS Training Strategy Project 2018



## Activity 1: Discussion

Time required: 7 to 10 minutes

### Instructions:

Discuss the following questions and make a note of your answers

- What is the common goal of your RSAS team?
- How do you work as a team towards that goal?
- What are your targets?
- How do you communicate with each other to ensure you are meeting targets?

### Our common goal

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### How we work as a team

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### Our targets

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### How we communicate

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## Activity 2: Appreciating our differences

**Time required:** 10 minutes

### Instructions:

This is a fun activity where you can see if you can identify who in your team fits the team roles identified by Dr Meredith Belbin.

Use a flip chart, or the table below, and put the names of your team members beside the role that fits them. Make a note about what that person is particularly good at doing.

Team Role	Description	Our Team Members
 <b>The Plant</b>	Creative, generates ideas and solves problems	
 <b>Monitor Evaluator</b>	Logical, weighs up team's options in an unemotional way	
 <b>Co-ordinator</b>	Clarifies the goals and delegates tasks	
 <b>Resource Investigator</b>	Has inside knowledge, explores opportunities and communicates ideas	

 <p><b>Implementer</b></p>	<p>Practical and efficient. Turns ideas into actions.</p>	
 <p><b>Completer-Finisher</b></p>	<p>Picks up errors. Polishes and perfects the work.</p>	
 <p><b>Teamworker</b></p>	<p>Helps build the team. Co-operative and diplomatic. A good listener.</p>	
 <p><b>Shaper</b></p>	<p>Challenging. Thrives on pressure. Makes sure we focus and get the job done.</p>	
 <p><b>Specialist</b></p>	<p>Has special knowledge and skill and is very dedicated</p>	



## Activity 3: Scavenger hunt

**Time required:** 20 minutes

2 minutes preparation

15 minutes hunt

3 minutes for recording of items and reporting back

### Instructions:

How well do you work as a team? Put your strengths into practice and find out.

Your trainer will give the team a list of items they need to locate and bring back. The ultimate goal is to find the most items on the list in a 15 minute period.

Your trainer may give you some clues but it is up to you to use your individual creativity and strengths as a team member to get the job done in the time you have.





## Activity 4: Your Dream Team - Discussion

Time required: 10 minutes

### Instructions:

- Share your idea of a “dream team”. You can use examples from TV, sport, or your own team.
- Explain what you think makes a “dream team”.

*Dream Team*



## Activity 5: Scenario Role Play

Time required: 15 minutes

Consider the following scenario.

*Rosy joined the team a while ago.*

*The team had been working well until Rosy joined them, but every time they meet, Rosy has a complaint. She says she doesn't know what is happening. She complains that she is always left out. She doesn't like the decisions made and often says things like, "I'm not going to do that. You can if you want to." Sometimes she says nothing at all then goes and does her own thing.*

*Everyone is sick of it.*

**Step 1:** Discuss what you think might be the underlying problem. Should you ignore it or do something about it?

**Step 2:** Assuming you decide to do something, as a team decide the best way of getting the team back on track and out of the "storming" phase.

**Step 3:** Choose a spokesperson to speak to Rosy and someone who will volunteer to act the role of Rosy.

**Step 4:** Role Play the conversation you might have with this "difficult" team member using the SAFE<sup>1</sup> conversation format.

### Having a **SAFE** conversation

**S**et a quiet time and place to talk

**A**sk questions to find out what might be wrong and listen to the answers.

**F**rame or draw a picture of the results of the conflict

**E**xplore options to solve the problem and explain what changes you would like to see

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<sup>1</sup> Shakiba, Eleanor, *Difficult People Made Easy*, 2016



## Activity 6: Team Development Plan

Time Required: 15 minutes

### Instructions:

- Identify all the skills that your team has.
- Beside them, make a list of skills you need for the challenges you are facing, but you don't already have.
- With the help of your trainer, put together a team development plan.

Skills We Already Have	Skills We Need to Develop





## Team Development Plan

Team Skills to be Developed	Team Performance Target	Development Activities	Date
<i>Eg. Leadership</i>	<i>e.g. Team understands the role of leadership in the team</i>	<i>e.g. Complete RSAS Leadership Unit</i>	<i>Eg September 2016</i>

## Note Page:



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