

## 4.1 It's All about Teamwork

**Related Area(s):** Interpersonal Skills

**Lesson Objective(s):**

Determine the essential skills and characteristics needed to be a successful member of a team.  
Identify the benefits to the individual and employer of a team.  
Analyze own strengths and weaknesses as a team member.

**Outcome Goal(s):** The student will be able to participate as a member of a team.

### Instructor Preparation Checklist

☐	Supplies and Tasks	Materials and Resources
	Media & Audio	Movie clips from the movie "Apollo 13"
	Websites	Clip 1 - <a href="https://www.youtube.com/watch?v=C2YZnTL596Q">https://www.youtube.com/watch?v=C2YZnTL596Q</a> ; Clip 2- <a href="https://www.youtube.com/watch?v=Zm5nUEG%Bjo">https://www.youtube.com/watch?v=Zm5nUEG%Bjo</a> ;
	Read/Review	Handouts: Characteristics, Scenarios, Inventory, Leadership
	Field Trips/Co-op/Outings	
	Supplies Needed	
	Print/Copy/Laminate	Photo copies of handouts, blank pieces of paper
	Miscellaneous	Index Cards
<b>Additional Notes:</b>		

### Warm Up: What is a Team?

**Description:**

Teamwork: The ability to work as a team member is essential in today's workplace, whether it be with co-workers or those who come in contact with the organization.

1. On a sheet of paper ask students to write their definition of a **team**.
2. Discuss their responses.

Explain: Team in the workplace is a group of people working together to reach a common goal.

Explain: This is the focus of the lesson.

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**Purpose/Key Skills:**

The purpose is to provide students with a common definition of team in the workplace.

**Notes/Vocabulary:**

Teamwork

**Materials:**

Paper/pencil

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## (1) Identify the Benefits of Teamwork

**Description:**

1. Provide each student with the handout “Benefits of Teamwork” 4.1-1
2. Allow 5 minutes for students to identify as many benefits as they can
3. Bring the class back together and list their responses on the board/screen

**Purpose/Key Skills:** The purpose is to identify benefits of teamwork.

**Notes/Vocabulary:** mentorship, camaraderie, performance, production.

**Materials:** “Benefits of Teamwork” Worksheet 4.1-1, white board or screen.

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## (2) Identify Types and Characteristics of a Team

**Description:**

1. Discuss the three most common types of teams:
  - a. **Project team**- short term assignment, when the assignment ends usually the team ends
  - b. **Cross-functional team**- made up of employees from various departments of the business
  - c. **Self-directed work team**- has the authority to make business and budgetary decisions in addition to determining how the job will be completed.
2. Provide each student with three index cards and explain that they will be brainstorming a solution for a problem. (Sample scenario)
  - a. *You work in a hotel that caters special events. A customer calls the morning of the event to make sure everything is ready for this evening’s event. You can’t find the order but discover the order was taken by a former employee who did not write up the order and did not let anyone know about the*

*event. What options does the hotel and catering staff have to solve this problem?*

- b. Give the students five minutes to brainstorm their solutions.
- c. Collect the index cards from the students, shuffle and read out-loud. Ask students to choose the top five solutions through a show of hands.
- d. Distribute the Information sheet 1.4-A, “*Characteristics of Effective Teams*” Review each of the characteristics with students and discuss any additions students generated on their lists.
- e. Discuss how working together on the problem scenario would have made identifying a solution much easier.

**Purpose/Key Skills:** The purpose is to discuss the types and characteristics of an effective team.

**Notes/Vocabulary:** collaborative, external sources, internal sources.

**Materials:** Index Cards, hand out Information Sheet 4.1-A, “*Characteristics of Effective Teams*”

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### (3) Lecture/Activity

**Description:** Team work practice scenarios.

1. Review the information sheet on “*Characteristics of An Effective Team Leader*”
2. Divide the students into groups of four or five and provide each student with a scenario in a sealed envelope. Each group will participate in four to five scenarios, giving each member an opportunity to participate as the leader. The group will choose one person to record the solution for each of the scenarios. Once all the groups have completed their scenario, each team will present one of the scenarios assigned by the teacher.

**Purpose/Key Skills:** 1. The purpose of this activity is to give students an opportunity to function as a leader and to determine their own leadership qualities.

**Notes/Vocabulary:** cooperative, flexible, self-motivated

**Materials:** Worksheet 4.1-2

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## (4) Inventory of Teamwork Skills

### Description:

1. Show the movie clip from Apollo 13 "Fitting a Square Peg in a Round Hole" (1min. 34. Sec).
2. After watching the clip, have students identify characteristics of the team.
3. Show the movie clip from Apollo 13 "Duct Tape and Cardboard" (3 min. 1 sec)
4. Discuss how they were able to solve the problem
5. Provide each student with the "Teamwork Skills Self Inventory" 4.1-3
6. Have the students return the completed survey.

**Purpose/Key Skills:** The purpose is for students to reflect upon their teamwork skill identifying strengths and areas of improvement.

**Notes/Vocabulary:** Teamwork

**Materials:** Worksheet 4.1-3 Teamwork,

**Clip 1** - <https://www.youtube.com/watch?v=C2YZnTL596Q>;

**Clip 2**- <https://www.youtube.com/watch?v=Zm5nUEG%Bjo>;

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## Formative Assessment

☐	Skill Description and Assessment	Notes
	1. Check for understanding through discussion and student oral and written responses.	

## Reteach and Supplemental Materials

Concept	Lecture/Activity
Participate as a team member	1. Complete additional practice scenarios if needed.
Team survival scenario	2. You are shipwrecked on an island and are allowed to have 12 supplies, first list the 12 items as an individual and then work with a team to determine the best 12 items for your team. Have each team review their final list by stating the purpose for each item.

**Sources:** [www.realityworks.com](http://www.realityworks.com);