21\textsuperscript{ST} CENTURY EMPLOYABILITY SKILLS

COLLABORATION LESSON 1:
TEAM BUILDING
Primary Attributes (Traits) of Collaboration:

1. An understanding that a diverse team, in person or remote, benefits everyone. Willing to use technology to assist in team tasks.

2. A respect for people’s differences while at the same time finding what they have in common that allows the team to work together.

3. Sharing leadership by gathering ideas and using the skills of all team members. Offering help and encouraging everyone to share responsibilities.

4. Finding positive ways to deal with conflict amongst team members and seeing failure as a way to learn.
21st Century Skills: Collaboration “What Not to Do”

Have you ever had an experience similar to this?

Have you ever felt unsure of how to form a team?

https://www.youtube.com/watch?v=xTOtm8BnyIc
Collaboration – Team Building

Team versus Group
A Great Team: Your Experience

- Think about a time when you worked with a successful team
- List the five characteristics, qualities, and/or factors that contributed to the team being successful
- Circle the top item that you feel influenced the team’s success the most
- Post for others to see
Collaboration – Team Building

• Common Goal/Vision
• Agreed Roles, Tasks, Actions
• All Contributing
• Work Together to Achieve: using their gifts, talents, skills, and qualities
Tuckman’s Model of Team Development

Tuckman Model
Tuckman, Bruce (1965)
“Developmental sequence in small groups”
Psychological Bulletin, 63, 384-399
Tuckman's Model of Team Development

**Forming**
Team acquaints and establishes ground rules. Formalities are preserved and members are treated as strangers.

**Storming**
Members start to communicate their feelings but still view themselves as individuals rather than part of the team. They resist control by group leaders and show hostility.

**Norming**
People feel part of the team and realize that they can achieve work if they accept other viewpoints.

**Performing**
The team works in an open and trusting atmosphere where flexibility is the key and hierarchy is of little importance.

**Adjourning**
The team conducts an assessment of the year and implements a plan for transitioning roles and recognizing members' contributions.
Stages in Forming a Team: Your Experience

- Again, think about a time when you worked in a team: It could be a project through school, in a work based learning experience like an internship, or at a previous job.

- Remember, when you enter a new workplace the existing employees have to “re-form” to incorporate you into the team.

- Provide some examples of the different stages you experienced in becoming part of a team, either at work or in school.
Team Dynamics – Decision Making

Share Information – discuss ideas

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Reflection time - think it through

Facts of situation – what we know.
Costs, benefits?
What’s working?
What’s not working?
What’s been tried before?
Can we modify it?
How do others do it?

What’s really going on?
What new ideas in field?
Patterns in data, themes?
New way to look at this?
Theoretical models to help?
What are the possibilities? Potential?

Critique thinking so far.
What is the right way to do this?
Consequences of each option?
What’s the most logical thing to do?
Is it reasonable?
What are the potential flaws?

Heard from everyone?
What’s good about each idea?
What is most inclusive to each person/stakeholder?
Best fit for values of organization?
Best way to serve people affected?
How do we feel about each option?

Make a plan

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Be open to changing plan

Zig-Zag Model

Facts of situation – what we know.
Costs, benefits?
What’s working?
What’s not working?
What’s been tried before?
Can we modify it?
How do others do it?
You are part of a newly formed marketing group.

Your task is to come up with an ad campaign for a local ice cream store that wants to increase its customers in the off-season, non-summer months. You will have to present your idea to the class.

Can you think of ways using technology can help in your task and/or in your presentation?

Can you think of ways to create images, logos, etc. to engage the visual learners on your team?

Pay attention to the team building stages (forming, storming, norming, performing)

How can you make the most of the differences and strengths of each individual in the team

Can you go from a group to a team in a short amount of time???
LinkedIn and New World of Work have partnered to provide suggested next steps after each of the 21st Century Skills lessons.

Go to: [www.linkedin.com/learning](http://www.linkedin.com/learning)

These videos will help you continue to explore Collaboration. You can earn certificates of completion to post on your LinkedIn profiles along with any of your digital badges and skills verifications.

**Courses:**
- Team Collaboration in G Suite
- Leading and Working in Teams
- Building Your Team
- Managing Teams
- Leadership Foundations
- Stepping Up to Leadership
- Learning from Failure

**Videos:**
- Inspirational leadership
- Ethics in leadership
- Finding your leadership level
- Business and leadership skills
- Solving team conflicts
- Turning team conflict into opportunities