

Certificate of Higher Education in Skills for the Workplace

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EMPL4010

Assignment 2 - Individual Reflective submission

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Introduction

We have been asked to reflect upon the personal skills set that we have developed while working with our group on the production of the business plan.

The task involved individuals coming together with their own set of interpersonal skills and backgrounds to work collectively to achieve a common goal.

We all utilised our skills and managed to put them to good use to the best of our ability. I personally managed to improve upon these skills and acquire a few new ones during this experience. In this review we look at what is required to have a successful team. In our case, we look at the problems faced by our team and how I managed to improve my skills during this experience.

Skills development

We each entered into the group with our own expectations and skill sets to reach the same goal of producing a business plan.

Working in a group proved to be challenging as we all have to find time to communicate ideas with each other and chose who gets to do what. I found that working with others to work on the same project helps requires a number of skills.

Skills Required:

For a small groups of students to function effectively in a team, they should be able to both understanding and agree on the task at hand as well as deciding on the most effective way to our group on the production of the business plan.

Although college students have the advantage of already being a part of a team in their course classes, it is altogether another ball game when it comes to working together as a team and be able to communicate effectively on formal basis.

To function efficaciously in a small team, college students want a good way to talk accurately on serious and emotional levels. Powerful communicators can:

- **explain** their own thoughts
- **express** their emotions in an open however non-threatening manner
- **pay attention** carefully to others
- **ask questions** to clarify others' ideas and emotions
- **understand** how others feel primarily based on their nonverbal communication
- **will initiate** conversations approximately group climate or technique in the event that they sense tensions brewing
- **replicate** on the sports and interactions of their group and encourage other institution members to do so as well

Consistent open conversation, in which group members share their mind, thoughts, and feelings, is a need to for a success team work. Unstated assumptions and issues may be very unfavourable to efficient institution functioning. When students are willing to communicate overtly with one another, a healthful climate will emerge and an effective system can be accompanied.

Effective skills

To work collectively effectively, the team members should try to be friendly and understanding. This is accomplished by:

Openness: Team members are willing to get to recognise one another, particularly those with extraordinary pastimes and backgrounds. They're open to new thoughts, numerous viewpoints, and the type of people present in the organization. They concentrate to others and elicit their ideas. They recognise a way to stability the need for cohesion inside a set with the need for individual expression.

Agree with and self-disclosure: team members consider each other sufficient to proportion their very own thoughts and feelings. An experience of mutual consider develops only to the quantity that everybody is willing to self-disclose and be sincere yet respectful. Consider additionally grows as institution individuals show personal accountability for the tasks they were assigned.

Help: team members exhibit help for one another as they accomplish their goals. They exemplify a experience of crew loyalty and each cheer on the group as a whole and help individuals who're experiencing difficulties. They view each other no longer as competition (which is commonplace within a usually individualistic educational gadget) however as collaborators.

Respect: Team members speak their evaluations in a manner that respects others, specializing in "What are we able to examine?" as opposed to "who's to blame?" See constructive feedback inside the method phase for extra info.

Individual duty and accountability: All team members agree on what needs to be completed and with the aid of whom. Every student then determines what she or he desires to do and takes obligation to finish the project. They may be held accountable for their tasks, and that they keep others responsible for theirs.

Optimistic remarks: group members are able to provide and get hold of comments approximately group thoughts. Giving constructive feedback calls for specializing in ideas and behaviours, in preference to people, being as superb as viable, and imparting recommendations for development. Receiving comments requires listening properly, inquiring for clarification if the comment is doubtful, and being open to alternate and other thoughts.

Trouble solving: Team members help the group to develop and use strategies critical to their group desires. As such, they could facilitate group decision making and deal productively with war. In extreme instances, they realize when to technique the professor for extra recommendation and help.

Control and organisation: group contributors recognise how to plot and control an undertaking, a way to control their time, and how to run a meeting. For example, they make certain that assembly desires are set, that an agenda is created and followed, and that everybody has a possibility to take part. They stay targeted at the task and assist others to do so too.

Know-how of roles: Team members recognise which roles may be stuffed inside a collection (e.g., facilitator, idea-generator, summarizer, evaluator, mediator, encourager, and recorder) and are privy to which role(s) they and others are excellent applicable for. They may be also willing to rotate roles to maximize their own and others' group getting to know experience. Accomplish their tasks.

My developed skills

During the group work, our team encountered a number of problems which we needed to overcome. These ranged from:

Understanding the exact goal and target: for the first few weeks our team was not 100 percent certain on what it was supposed to achieve. This lack of focus resulted in a lot of unnecessary research and duplication of work.

Group meetings: Most students did not live locally and this presented a problem in setting up meetings. Although we used chats and emails to communicate our ideas and task allocation, it did not leave enough room for us to ask questions and avoid miss understandings.

Keeping to deadlines: with the submission deadline looming, we had to make a lot of compromises and last minute checking before submission of the final work. Most meetings needed to be rescheduled to include most if not all of the team members.

Dusting this time, on a personal basis, I managed to develop my team working skills such as:

Time keeping:

I have now a full understanding that successful team work requires the correct allocation of time for both meeting attendance and contributions to research and written reports. I fully appreciate keeping to deadline and making personal sacrifices for the good of the team and the final achievement of the common objectives.

Respect for others:

The most important skill which I feel I developed during my group work was respecting other team member's opinions and ideas. Without mutual respect for other team members opinions the team becomes a collection of individuals doing their own thing and pretty soon end up going nowhere.

Contributions & Support:

As a team, we all have to contribute our part of the work by either typing, proof reading or doing research. I learned that we all had to help each other in our work as we all needed support at one time or the other. The contribution skill is being able to recognise if a team member is struggling and either offer support or suggest ways of achieving their given tasks without actually doing it yourself.

This I learned can be achieved by listening to their questions and concerns and softly suggesting ideas and ways for their consideration without offending them. The skill here is listening and understanding the individuals concerns and helping them to contribute to the best of their ability.

Positive attitude

Above all, The most important skill which I managed to develop is having and maintaining a positive attitude. By this I mean keeping positive when it comes to ideas and deadlines, when doing research or when doing the presentation.

A positive attitude contributes to the whole team wellbeing and stability. It also helps keeps nerves calm and affects all around you. I found that it also brings out the best in people when it comes to handling pressure.

Conclusion

When we started working in a group to submit an assignment, we all brought our own individual skills into the team. During our work together, we managed to develop and improve our skills in order to achieve a common goal.

I managed to develop my personal skills such as communications, working with others, working under pressure and respect for others. These are all essential qualities required in order to overcome difficulties and problems faced while working within a team. Their correct application would ensure a successful outcome and a more positive result.