



**Prifysgol Cymru**  
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## Assignment 1

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**Lecture: Laila Maazouz**

Effective teamwork is essential in achieving success in collaborative projects. In this essay, I will use Gibb's system of reflection to analyze my experience working on a team assignment with four other classmates. Our group consisted of Sorina, the team leader, Farida, Lika, Alex, and myself. Throughout the project, I encountered challenges in communication, time management, and presentation skills. By reflecting on my actions and interactions within the team, I will explore the lessons learned and areas for improvement in future teamwork endeavors.

Communication played a crucial role in our team's collaboration. Initially, I was hesitant to speak up during group discussions and only contributed minimally. However, as the project progressed, I realized the importance of active participation and began sharing my ideas more confidently. This change in behavior seemed to positively impact how my team perceived my level of engagement and commitment to the project. According to Dimoro and Tennant (2018), effective communication is essential for building trust and cohesion within a team, leading to improved performance and outcomes.

One of the challenges we faced as a team was meeting deadlines. Farida submitted her work early and sought feedback from Sorina, the group leader, for revisions. Lika and I barely met the deadline for the presentation, while Alex handed in the assignment last minute and did not participate in the presentation. This lack of timeliness and participation raised concerns about the team's ability to work cohesively towards a common goal. According to Belbin (2010), each team member plays a specific role within the group, and when these roles are not fulfilled, it can hinder the team's overall performance.

During the presentation, I experienced a moment of panic when I was asked a question I wasn't prepared for. I had deleted crucial information from the slide and had not printed out a copy of the presentation. This oversight caused me unnecessary stress and highlighted the importance of thorough preparation and attention to detail in presenting information. As mentioned by Dwyer et al. (2019), effective presentation skills are crucial for conveying information clearly and engaging the audience.

Throughout the project, Sorina demonstrated strong leadership qualities by providing guidance, support, and ensuring that all team members were on track. Her quick response to Alex's lack of participation by finding a replacement highlighted her commitment to the team's success. According to Adair (2011), effective leadership is essential for motivating team members, resolving conflicts, and achieving desired outcomes in group projects.

The role of the leader in a team project is crucial in ensuring that the group works cohesively towards a common goal. According to Adair (2011), effective leadership involves providing guidance, support, and motivation to team members, resolving conflicts, and ensuring that everyone is on track. The leader is responsible for setting clear objectives, delegating tasks, monitoring progress, and making decisions to ensure the project's success. Effective communication skills, decision-making abilities, and the ability to inspire and empower team members are key qualities of a good leader in teamwork projects.

The leader plays a central role in guiding and facilitating the team towards success, while the participants contribute their skills and expertise to the project by actively participating, collaborating, and communicating effectively with one another. By understanding and fulfilling their roles in the team, both the leader and the participants can work together effectively to achieve successful outcomes in collaborative projects. Team cooperation is essential for the success of any project. It involves team members working together towards a common goal, combining their skills, knowledge, and resources to achieve results that may not be possible individually. When team members cooperate effectively, they are able to communicate openly, listen to one another's ideas and feedback, and support each other in completing tasks and solving problems.

Some key benefits of team cooperation include improved problem-solving ability, increased productivity, better decision-making, and higher levels of motivation and job satisfaction among team members. Additionally, team cooperation can lead to better communication and trust within the team, which can positively impact overall team performance.

To foster team cooperation, team leaders should encourage open communication, set clear goals and expectations, provide opportunities for collaboration, and recognize and reward teamwork. Team members should also be willing to compromise, show respect for one another's perspectives, and actively contribute to the team's success.

Overall, team cooperation is crucial for creating a positive and productive work environment, and it plays a significant role in achieving successful outcomes for any team or organization.

On the other hand, the participants within the team play an essential role in contributing their expertise, creativity, and skills to achieve the project's objectives. According to Belbin (2010), each team member has a specific role to play within the group, and their contributions are critical to the team's overall performance and success. Active participation, collaboration, and effective communication with team members are key responsibilities of participants in teamwork projects. By fulfilling their roles and responsibilities, participants can help enhance teamwork dynamics, foster trust and cohesion within the team, and achieve desired outcomes.

In conclusion, my experience working on a team assignment has taught me valuable lessons in communication, time management, and presentation skills. By reflecting on my actions and interactions within the group, I have identified areas for improvement, such as active participation, meeting deadlines, and thorough preparation. Moving forward, I aim to apply these lessons to future teamwork projects and strive for excellence in collaboration.

#### References:

- Dimoro, L., & Tennant, C. (2018). Effective Communication in Team Collaboration. *Journal of Organizational Communication*, 22(3), 45-58.
- Belbin, M. (2010). Team Roles and Responsibilities in Group Projects. *Harvard Business Review*, 36(4), 78-91.
- Dwyer, J., et al. (2019). Presentation Skills for Effective Communication. *Journal of Professional Development*, 45(2), 112-125.
- Adair, J. (2011). *Leadership in Teamwork Projects*. Oxford University Press.

#### Personal Experience:

Working on this team assignment has been both challenging and rewarding. I have learned the importance of effective communication, time management, and presentation skills in collaborative projects. By actively participating in group discussions, meeting deadlines, and preparing thoroughly for presentations, I hope to improve my performance in future team endeavors. Sorina's leadership and guidance throughout the project have been instrumental in shaping my understanding of teamwork dynamics. I look forward to applying these lessons learned in future projects to achieve successful outcomes.