



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Module name: Introducing the modern workplace

Module code: (LCBB4003)

Individual report

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INTODUACTION:

As a team, you are the member of this team, you will be required to participate in any activities and challenges, working as team you have some purpose, to achieve some goals, constantly you will be allocating your time with members of the group, and spend time more time with them than you spend with your family or friends, this is devotion on what you wish to achieve in future. To have some mission gives people opportunity to work together well and complete the task with success. Let us assume that we have a group of people who are working together in the same place, the fact that they are in the same room does not make them to be a team. According to Tannenbaum and Salas (2021) a team need not be a neatly defined entity with clearly assigned roles, stable membership, and a singular goal fully shared by all team members. A successful team is when the team constantly strives during the teamwork, Tannenbaum, and Salas (2021).

A Successful Team:

We can become a successful team when we have the following skills.

- Group of two or more people
- To collaborate with others
- In situations when at least one member needs to rely on other team members. Just sometimes, Dannenbaum, and Salas (2021).
- Have some commonsense goals and purpose

Gibbs' Reflective cycle:

To share some impressions from personal experience as a member of the team, I will introduce Gibbs' Reflective cycle, which will help me to analyze all the facts during our collaboration, however I am required to explore all the prospects.

Gibbs' Reflective cycle was created by Graham Gibbs in 1988, the structure of the model was to learn from experiences, however it gives a framework to examine some experiences, according to university of Edinburgh (2024) it given cyclic lend itself

particularly well to repeated experiences, it helps you to learn and make some plans for things that went well or did not go well. It consists of six stages: university of Edinburgh (2024)

- **Description**
- **Fellings**
- **Evaluation**
- **Analysis**
- **Conclusion**
- **Action plan**

Description is focused on describing the situation, what exactly happened during the teamwork, about feelings, although it does not include conclusions. Some questions we can answer are: what happened? When did it happen and where? What went well and what did not go so well?

Example of group work assignment: for our group assignment we were five people in the group, we had divided each task to each one, we had no limited time to complete the task, although we had to upload on Moodle and we had some presentation in the class. As a team member we had to communicate to each other, regarding the presentation and group report, however we have not scheduled the time when we can convey the task.

Fellings: here we are going to explore some feelings, and thoughts had during and after the experience.

Example of group work assignment: after we divided all the tasks to each one of us, I was so excited, because I already knew some of my team members we had worked together before. Although when I noticed that I could not handle it so well, I felt frustrated, I was delayed finishing off my assignments, reason that I felt guilty, but I tried ridiculously hard to complete the task, however our group leader was satisfied with my work.

Evaluation: we are going to evaluate what worked and what did not work in that situation, to evaluate some good and bad experiences. If I personally or other group members contributed to this situation.

Example of group work assignment: the best part of the work was that all the group members they were participating in, and we completed the task before scheduled deadline, only fact that did not go well was, we got so much stressed during the presentation, reason was, the presentation for some people was something new.

Analysis: gives you opportunity to make clear what happened, what do you think could help you or what academic tools or skills could be used during the assignment period or during the presentation.

Example of group assignment: our initial division of work went well, because every member of the team had chosen what they wanted to work on. And we had to share the parts of the task according to people's self-identified strengths. I have noticed for myself I have more stress when I work in a group, because I feel I have more responsibilities. I have noticed that I could develop myself by doing some presentations and developing academic writing.

Conclusion: in this part you can summarize what you have learned, however you can highlight what you can change to do better next time, or if you are ready to make some changes right now or need some more time to complete it.

Example of group assignment: I have learned that teamwork needs to be divided into sections, every member of the group must complete their part, no delay to deliver the task on time. However, I have learned that sometimes there are many challenges we are facing but if we follow our lecturer instructions and be persistent, we can achieve our goals to be successful.

Action plan: at this point you can make an action plan, what you can do better and improve your presentation and academic skills for the future. Make sure you do not act in the same way, although make sure you do better.

Example of group assignment: I will make sure next time, when I am a member of the group I will talk to them about my abilities, strengths, and weaknesses, I will make sure to talk about my concerns likewise.

Conclusion:

Group work has required to participate all the members of the group, task has been given to every member of the group, the group leader is responsible to allocate the members to the right tasks that they have chosen, it is extremely responsibility for the leader to upload the assignment on time, although to achieve that, need to have collaboration by other group members. However sometimes it is tough to gather all the tasks at the same time without delays. However, the task has been completed without any issues.

References:

Tannenbaum, S. and Salas, E. (2021). Teams that work. Oxford University. The seven drivers of team effectiveness.

The University of Edinburgh, (2020). Gibbs' Reflective Cycle. Available at <https://www.ed.ac.uk/reflection/reflectors-toolkit/reflecting-on-experience/gibbs-reflective-cycle> Accessed 5 April 2024

