

Group Work

This Lecture will:

- Explore how to overcome the difficulties of working in a group
- Examine the different roles in a group to ensure successful completion of a task
- Discuss the skills, knowledge and abilities required of a good team player

Today's Plan

1. Value of team work in a group
2. Difficulties working in a group
3. Roles within a group
4. What makes a good team player
5. Having a back-up plan
6. What makes a team work well

1 Value of team work in a group

Employer requirements for jobs

Accounts Trainee: HALIFAX, WEST YORKSHIRE

- **Enthusiasm to work as the part of a successful team**

Planning Manager: LEEDS, WEST YORKSHIRE,

- **Good team player with the ability to work closely with colleagues and other departments at all levels**

Purchase Ledger Supervisor: Halifax, Yorkshire,

- **The purchase ledger clerk will be a good team player, as well as a leader of people and lead by example.**

Sales Consultant, Pontefract, WF8 4PR

- **Work well as part of a team**

Research and Knowledge Transfer Officer, UoB, Here!

- **Strong team-working skills, strong interpersonal and communication skills.**

So...

1. Value of team work in a group



Team working is important in many jobs!

1. Value of team work in a group

Working with other students

- Presentations
- Lab work
- Projects
- Work placements

2. Difficulties working in a group

What difficulties have you had working with other people in a group?



Two main issues:

- Communication
 - To members of the group
 - Written work
 - Presentations
- Commitment
 - Attending meeting
 - Participation in meetings
 - Fulfilling promised work

Activity 1: First meeting for a new team.

<http://archive.learnhigher.ac.uk/groupwork/episode1/>

Think about the five group members.

In pairs or small groups, consider who is or is not committed to the task and who is or is not a good communicator.

2. Difficulties working in a group

Communication	Group member	Commitment
Dominant and loud so could intimidate	Shiree	Very and would drive the team forward
Inclusive ('we' and 'all') and positive	Vicky	More in group working than on successful project?
Polite and made suggestions	Muzz	Some as on time and stayed
Offensive and abrupt, although told the story well	Rob	Little – late at start and left early
Very little – shy/bored? Supportive	Delia	Unsure – late at start but stayed

3.Roles within a group

- **Chair or facilitator:**
 - ensures everyone gets an opportunity to contribute in meetings and to task
 - ensures all important points covered
- **Note-taker:** rotate?
- **Time-keeper:**
 - keeps meetings moving
- **Group co-ordinator:**
 - contact details
 - books room
 - produces and distributes meeting notes and agenda

3.Roles within a group

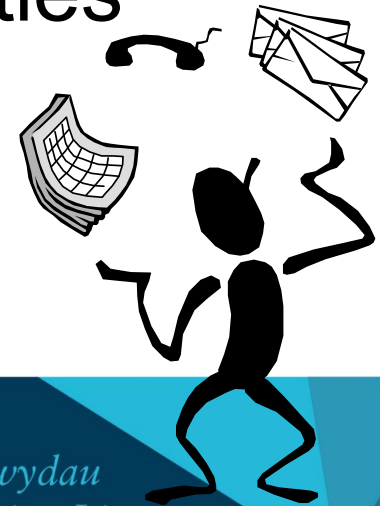
Activity 2: Identifying and allocating roles

1. Form groups of four
2. Each member of the group think about a fact about Britain.
3. Each person quickly draw a picture of Britain.
4. Share your facts and pictures with the rest of the group.
5. Choose a speaker to present a picture and a fact to the rest of the class.

Why did you choose these individuals to speak, or their picture or fact?

Allocating roles

Get to know your group to work out individual skills and qualities



A. Social skills and qualities

- active listening
- communication
- social perceptiveness
- self-monitoring
- altruism
- warmth and co-operation
- patience and tolerance

4. What makes a good team play

B. Inter-personal and self-management knowledge, skills and abilities

- conflict resolution
- collaborative problem solving
- communication
- goal-setting and performance management
- planning and task co-ordination

5. Having a back-up plan

Imagine you are in a project and someone falls ill.

They might not be able to complete their bit of the project!

What will you do?



5. Having a back-up plan

- Keep each other updated at meetings
- Ensure any relevant information is shared amongst the group
- Allocate a substitute to, e.g., deliver the presentation/ write up the final report/ perform the lab practical.

6. What makes a team work well

- Organisation
- Being positive and open to the group experience
- Being prepared
- Having a Plan B

References

Levin, P. (2005) *Successful teamwork*.
Maidenhead: Open University Press.

West, M. (2004) *Effective Teamwork*. 2nd ed.
Oxford: Blackwell Publishing.