

Assignment 1

by Dylan Bell

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Word count: 74

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Assignment 1
Learning in the digital era
Dylan Bell -2417050

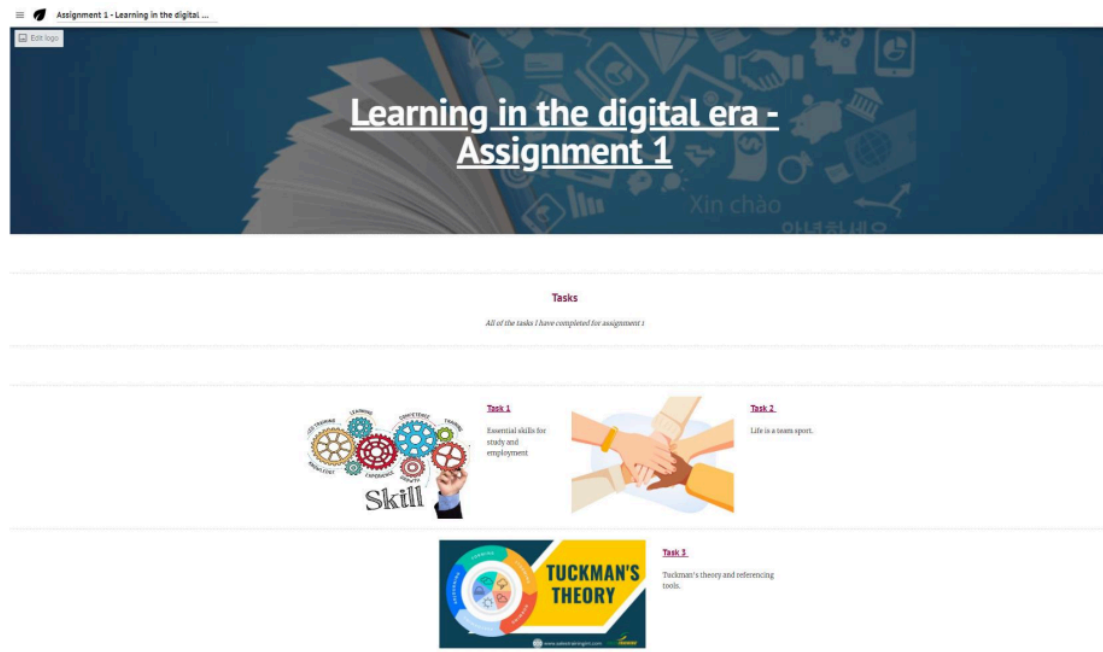
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E-Portfolio Homepage

<https://sites.google.com/view/assignment-1-dylanbell/home>



Task 1 - Essential skills for study and employment



Critical thinking skills, communication skills, teamwork skills, and time-management skills are some of the very important skills that should be developed in college students and would help them in higher studies and professional life. Mastery of such key skills increases their employability and prepares the graduate for dynamic work environments.

Critical thinking allows the analysis of certain problems and gives the possibility of coming to decisions that are important in many careers. Communication-both written and oral-is imperative for any kind of collaboration, as well as to state clearly one's thoughts to others. Teamwork will allow novelty and creative problem-solving; different types of thinking bring more creative solutions. Finally, good time management helps prioritize activities so that deadlines will be met while quality work is ensured.

Hence, the investment in these skills during studies not only supports academic success but also aligns well with employer expectations. Research also supports the fact that 93% of employers place more emphasis on competencies beyond academic qualifications alone [1]. This set of skills shall be the basis for adaptability in an ever-changing job market-a sure factor that will guarantee better career prospects for graduates.

References

[1] R. Smith, "Employability Skills in Today's Job Market," Journal of Career Development, vol. 45, no. 3, pp. 312-324, 2022.

[2] C. Johnson, Essential Skills for the Modern Workplace, New York: Career Press, 2023.

[3] L. Thompson, "Building Communication Skills for Professional Success," Harvard Business Review, 2023. [Online]. Available: <https://hbr.org/2023/01/building-communication-skills>

[4] "AI for Career Development: A New Approach", AI Insights, 2023. [Online]. Available: <https://ainsights.com/career-skills>

[5] UWTSO, "IEEE Reference Handbook," University of Wales Trinity Saint David, 2021.

My similarity score demonstrates that my work closely follows existing sources. For improvement, I would be better off focusing on developing more original insights and embedding personal experiences related to the skills being discussed. Using a wider variety of references may also help.

Mark: 85

I would give myself this grade, as the content is good-the importance of basic skills for students, understanding, and structure of the content are proper-but at some places, there could be more reflection of a personal nature with examples added to it. It is an informative, organized piece of work; however, it needs personal involvement.

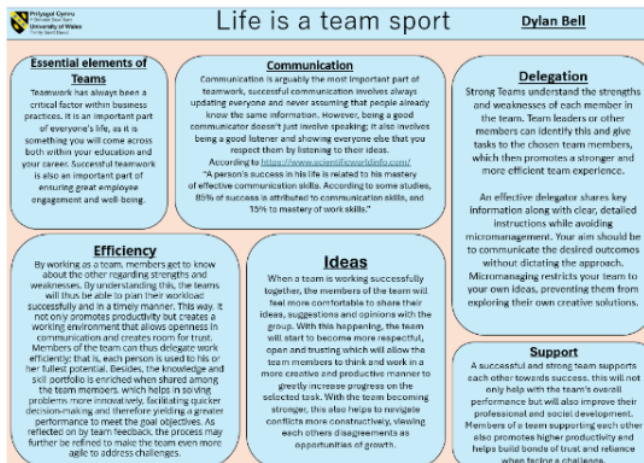
Task 2 – Life is a team sport

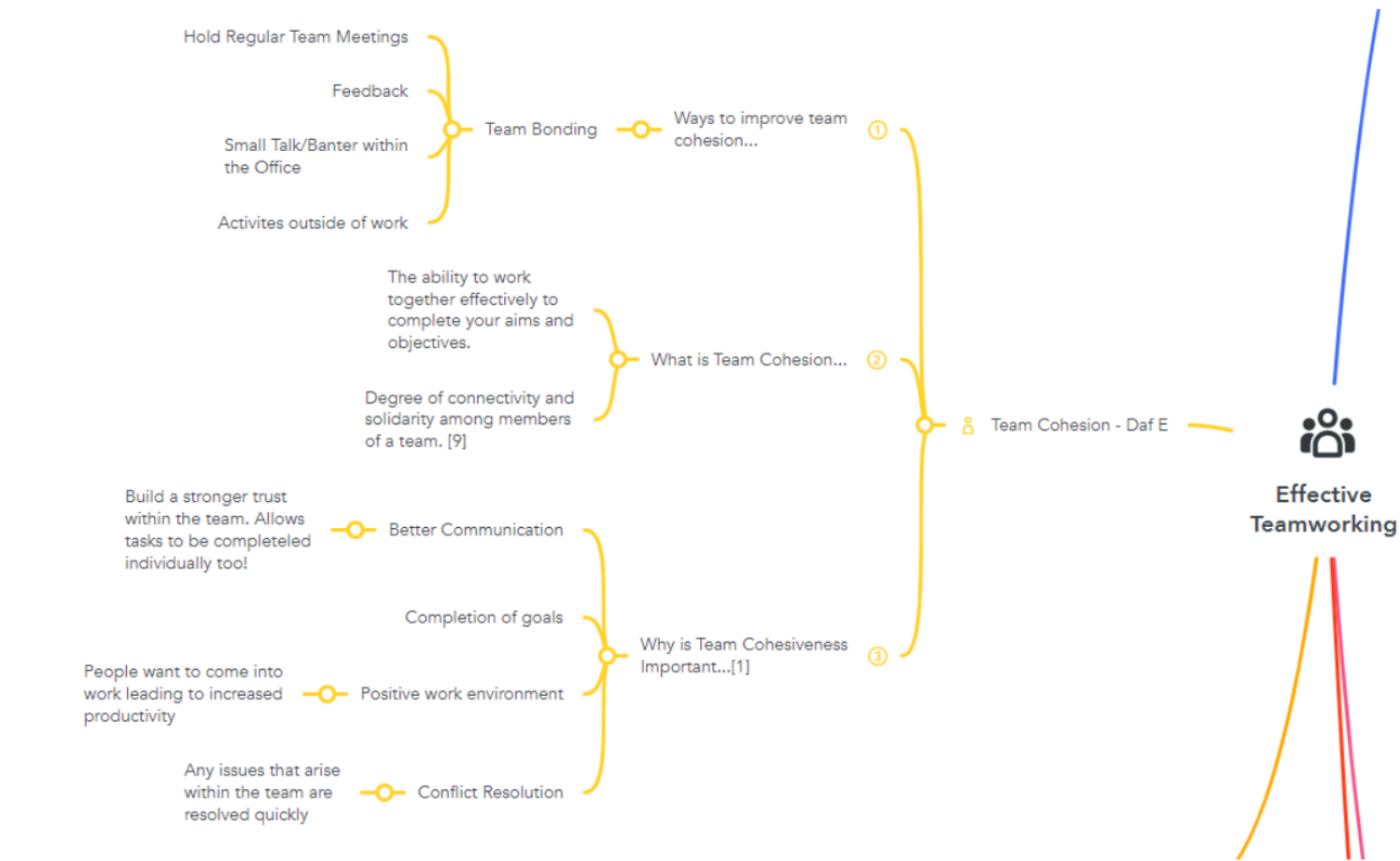
Task 2 - Life is a team sport

Task 2i - Team Activity



Task 2ii - Life is a team sport poster.





Goals must be understood by the team so all team members know exactly what they are working towards. Clear goals that all team members understand enables the team to better collaborate and makes motivation and efficiency easier to achieve. [4]

① Set Clear Goals

The goals must be achievable so that motivation and collaboration is not deterred by frustration and complexity. Realistic goals also aids in the understanding of the whole objective. Setting intermediate goals as well as final goals allows wins and progress to be tracked and acknowledged. [4]

② Set Realistic Goals

Giving the team freedom in the way they achieve the goals allows the team to use their creativity and innovation which provides more fulfilment and reward from achieving the objectives. It allows team members to exercise their talents. [5]

③ Allow For Innovation and Creativity To Achieve The Goals

Goals and Objectives - Dave A



Effective Teamworking

**Effective
Teamworking**

 Team Communication - Lloyd

How team members interact with each other during meetings, one-on-one conversations and working together to complete a task

Why is Team communication important?

Team Communication is important as it allows all members on the team to be educated by one topic that may affect work and can get students engaged in the task [10]

Strategies to improve Team Communication [2]

Encourage Engagement

Consistent Feedback

Establish Goals and Objectives

Allow Transparency

Possible outcomes of effective Team Communication

Increased Productivity

Stronger Problem Solving

Improved Adaptability

Teams who communicate can adapt quickly to a variety of tasks and all knowledge is shared throughout the team

Allows team members to communicate and tackle any encountered problems quickly and effectively

Share knowledge and skills to support one another leading to better decision making and stronger outcomes



Effective Teamworking



Team Management - Dylan

①

One of the most effective ways to support and manage a team is to supply them with the context and information they require to succeed.



Be Transparent



Establish good communication practices

②

Being able to successfully give and receive feedback and information is a critical team management skill. As a team manager, it's essential that you become comfortable sharing constructive criticism with your team in order to help them grow.



Give and take feedback



Invest in collaboration

③

As a team manager, your actions and words have a big impact on the rest of your team. To build trust, try leading by example and modeling behaviour you want to see in your team.



Lead by example



Promote balance instead of burnout.



Effective Teamworking



Team Relationships - Daf P

① Using a good level of communication to develop relationships within the team

Team bonding to identify team members strengths and weaknesses

Collaborative tasks will spark idea's and develop relationships within the team

Team members can delegate where they see fit depending on the skill set of the team member

② Build mutual trust between all team members by allowing individuals to take control of tasks

Assign different roles within the team and trust members to work independently [8]

Allows all team members to be more creative with the work they create [6]

③ Support and respect each team member

Treat everyone within the team equally

Don't gossip with other team members but instead help team members when you identify that assistance is needed [3]

Be inclusive of all team members to ensure no one is left out and all idea's are taken into consideration



Effective Teamworking

References

- [1] <https://www.indeed.com/career-advice/career-development/team-cohesiveness#:~:text=Team%20cohesion%20is%20important>
- [2] <https://asana.com/resources/team-communication>
- [3] <https://www.teamwork.com/blog/10-ways-strengthen-team-relationships/>
- [4] <https://uk.indeed.com/career-advice/career-development/teamwork-effectiveness>
- [5] <https://deakinco.com/resource/key-elements-of-effective-teamwork/>
- [6] <https://verywellmindset.com/why-is-trust-important-in-a-relationship/#:~:text=Trust%20enables%20teams%20to%3A%201%20Communicate%20skillfully%20%E2%80%93%20of%20trust%20is%20the%20ability%20to%20delegate.%20>
- [7] <https://asana.com/resources/team-management-skills>
- [8] <https://positivepsychology.com/psychology-teamwork/#:~:text=Psychological%20research%20has%20confirmed%20that%20the%20following%20elements,5%20A%20compelling%20reason%20to%20be%20a%20team>
- [9] <https://www.hrlineup.com/what-is-team-cohesion-and-why-is-it-important/#:~:text=Team%20cohesion%20refers%20to%20the%20degree%20of%20connectivity,the%20ability%20to%20work%20cohesively%20towards%20collective%20goals>
- [10] <https://www.rocket.chat/blog/workplace-team-communication#:~:text=Communication%20in%20teams%20is%20more,stay%20engaged%20in%20the%20workplace>

Task 3 – Tuckman's theory and referencing tools



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Task 3 - Tuckman's theory
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Tuckman's Team development theory

There are 5 main stages of Tuckman's team development theory, these being the forming stage, the storming stage, the norming stage, the performing stage and the adjourning or mourning stage. This was developed by Bruce Tuckman in 1965 as he studied how teams develop which then in his paper known as 'Developmental sequence in small groups' he proposed a four-step process that captures the key steps in working together effectively.



Riding the storm

This topic consists of 3 different sub-sections, including sub-section 1: Stormy Waters, sub-section 2: Roles and Responsibilities, and sub-section 3: Reflection.

Some of the characteristics of storming include it being throughout the stage of development where conflict is more likely to arise between team members. Individuals throughout the team may start to challenge the team's main goal as their true characters and preferred ways of working start to clash with other individuals in the team.

Some of the challenges that could possibly arise during the storming stage of team development include the group starting to show competitive behaviours, members of the team could start to seem irritated, communication could also come across as one way, and one or sometimes two members of the team start to dominate the group, which then causes sub-groups and alliances to begin to form.

Virtual teams can face similar problems; however, the following also become challenges in the storming stage, especially for virtual teams. Misunderstandings are more likely to arise. Members may find it difficult to motivate themselves without direct interaction, and members may experience an increasing feeling of isolation.



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Conflict and virtual team dynamics.

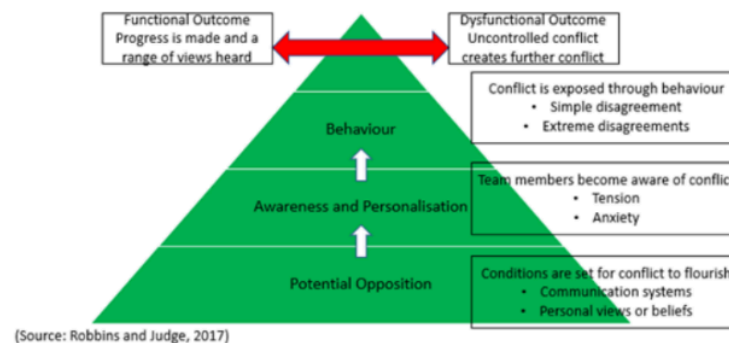
Stages of the conflict process:

Conflict is defined by Mullins (2019) as 'behaviour intended to obstruct the achievement of some other person's goals.'

During tasks that involve teamwork, if teams can't control their conflict, it may then lead to further conflict, which may result in further conflict, resulting in a worse outcome. One of the key points to consider forms part of the first stage of the conflict process, 'Communication systems' and how this can affect virtual team dynamics.

If the roles and responsibilities are not clear, members of the team may begin to feel overwhelmed by the workload or frustrated by the lack of progress that they or the team are facing. A key aspect that teams can focus on to help discover each other's strengths and weaknesses is using a SWOT analysis, which will help each member of the team focus on their personal strengths and minimise their weaknesses.

While working in a team, everyone needs to realise that everyone has a different role within the team. For example, the leader, the facilitator, the strategist, etc. Each role has its own separate strengths and weaknesses, and some people will fit a role better than others in their team; therefore, it is best to recognise and understand that these distinct roles will help the team work more effectively with each other.



Sources:

[1] <https://www.teambuilding.co.uk/theory/Forming-Storming-Norming-Performing.html>

Assignment 1

GRADEMARK REPORT

FINAL GRADE

GENERAL COMMENTS

59/100

Total:	59
1. Engagement with Literature Skills	
Written summary: +/- Use of IEEE citations: 1. + IEEE Reference list. Academic poster: - No use of IEEE citations. – No IEEE Reference list. Auto. Ref. tool & Unit section: + Some use of IEEE citations. + IEEE Reference list. E-portfolio and quality sources: - Citation and reference not used to support task 4. + Evidence of some quality reference sources.	7
2. Knowledge and Understanding Skills	
Written summary: + Relevant summary of essential skills for study and employment documented. – Could be related to chosen career. + TURNITIN similarity check and grading complete. +/- GAC partly referred to. Academic poster: + Good coverage of relevant considerations. Knowledge and understanding documented. - No use of citations to support the	15

content. +/- Mind-map activity included. Auto. Ref. tool & Unit section: + Good summary of a unit topic's concept. + Key Knowledge and understanding documented. +/- Supporting referencing. E-Portfolio: +/- Task 1-3 answers included-in, formatted and accessible via the e-portfolio. – Task 4 incomplete.	
3. Cognitive and Intellectual Skills	
Written summary: + Evidence of analysis documented for both parts. + Supporting references. +/- GAC partly referred to in the analysis. Academic poster: + Good analysis of relevant points included. - Use of citations to support the analysis. Auto. Ref. tool & Unit section: + Good evidence of analysis of one of the Unit's topics. +/- Supporting references. Could be extended and in IEEE format. E-Portfolio: - No justification for using the tool to build the e-portfolio.	11
4. Practical Application Skills	
Written summary: + Good use of TURNITIN and review included. +/- GAC model partly applied. Academic poster: + Poster & MindMap successfully created and shared online. Auto. Ref. tool & Unit section: - Practical use of an Automatic reference management tool not documented.	13

E-Portfolio: + Presentation structure & format.	
5. Transferable Skills for Life and Professional Practice (including 10 marks for Online content participation.)	
Written summary: + Good presentation and format. + Supporting images. – Figure could be labelled. Academic poster: + Format and presentation quite good. – Inconsistent font use. – No indication of reading flow. – No balance between text and images. + MindMap artefact and evidence of collaboration documented. – Not in the poster. Auto. Ref. tool & Unit section: +/- Presentation, structure and format quite good. + Use of supporting images. – Figures could be referenced and labelled. Word document submission & e-portfolio: +/- Title page. + Table of contents. + Required content. + E-portfolio link works well. + Design, structure, presentation and format.	13

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