



PRIFYSGOL CYMRU
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UNIVERSITY OF WALES
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SWANSEA - ABERTAWE

UNIVERSITY OF WALES: TRINITY SAINT DAVID
PRIFYSGOL CYMRU: Y DRINDOD DEWI SANT

Certificate of Higher Education in Skills for the Workplace:

Broadening Horizons/ Changing Lives

Working in Teams - EMPL4003

MODULE CODE:	EMPL4003
TITLE:	Working in Teams
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LEVEL:	4
CREDITS:	10

AIM(S)

- To introduce students to strategies for effective team working.

LEARNING OUTCOMES

By the end of this module students should be able to:

- demonstrate an understanding of the importance of team working within an employment context;
- demonstrate understanding of the main theories relating to group dynamics; including ethical requirements;
- organise their knowledge and learning through use of a range of information resources, and present their work at the appropriate level.

CONTENT

Through task-based study, students will explore:

- working collaboratively: shared ownership, responsibility and issues related to confidentiality;
- negotiating and developing ideas;
- group dynamics theories;
- theories of team structures, such as Belbin;
- group strategies: shared objectives, group agreements, meaningful schedules and effective delegation.

ASSESSMENT

Coursework Assignment **100%**

Example: Analyse a group's effectiveness from the perspective of Belbin's team structures and roles.

BIBLIOGRAPHY

Essential

Cottrell, S. *The Study Skills Handbook* (2nd edition). Hampshire: Palgrave MacMillan, 2003.

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Recommended

Cottrell, S. (2010) *Skills for Success: The Personal Development Planning Handbook* (2nd edition). Hampshire: Palgrave MacMillan.

Levin, P. (2004) *Write Great Essays*. Maidenhead: Open University Press.

Mercer, N. (2006) *The Guided Construction of Knowledge: talk amongst teachers and learners*. Clevedon: Multilingual Matters Ltd.

Pritchards, A. M. (2008) *Studying and Learning at University: Vital Skills for Success in your Degree*. London: Sage Publications.

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van Emden, J. & Becker, L. (2010) *Presentation Skills for Students* (2nd edition). Palgrave Macmillan.

Ebooks

Belbin, R.M. (2010) *Teamroles at Work*. Butterworth-Heinemann Title; 2 edition

Magin, M. (2004) *Making teams Work: 24 Lessons for working together successfully*. McGraw-Hill Pub.

Websites

<http://www.skills4study>

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