

# TEAMWORK SKILLS:

## BEING AN EFFECTIVE GROUP MEMBER

### A- COMMUNICATION SKILLS:

In order to function successfully in a small group, students need to be able to communicate clearly.

You need to:

- Explain your own ideas.
- Express your feelings in an open but non-threatening way
- Listen carefully to others.
- Ask questions to clarify other's ideas and emotions.

Group members should share their thoughts, ideas and feelings.

### B-COHESION.

In order to work together successfully, group members must demonstrate a sense of cohesion.

You need to have the following skills:

- Openness. You should be open to new ideas and different viewpoints.
- Trust. Trust should grow in the group, you should trust each group member will be able to develop the task he or she has been assigned.
- Support. Group members should demonstrate support for one another as they accomplish their goals. Group members are collaborators, not competitors.
- Respect. It is very important NOT to focus on "Who is to blame?" but to respect others and focus on "what can we learn?"

### C-EFFECTIVE TEAMWORK.

In order to accomplish the tasks effectively and be productive, you need to develop the following skills:

- Individual responsibility: Each group member knows what he or she needs to do and takes responsibility to complete the task.
- Constructive feedback: Group members can give and receive feedback about group ideas. You should be as positive as possible, offering suggestions for improvement, listening and being open to change.
- Problem solving: Group members help the group to develop and use strategies to get the group goals. They can also ask the teacher for advice and help.
- Management organization: Group members need to plan and manage a task, manage the time and help each other.
- Knowledge of roles: Group members need to know which roles can be filled within a group. They should be willing to rotate roles if need be.