

Lesson Plans for adult educators/teachers/trainers which will be used for the FINE2WORK EDUCATIONAL PACK.

Module Name: Entrepreneurial competences	
Topic 5 Title: Learning through experience and working with others	
Lesson Plan 15 – Teamwork	
Duration: 65 minutes	
Aim	This lesson will provide information about the important art of team working and some details on team management.
Target Group	Adults (especially women)
Facility/ Equipment	<ul style="list-style-type: none"> ● Classroom ● Internet access ● Personal device with internet access ● Powerpoint presentation ● White board
Tools/ Materials	<ul style="list-style-type: none"> ● Handout 1
Main Tasks	<ol style="list-style-type: none"> 1. Task 1: Presenting the most important key topics in team work (20 mins) 2. Task 2: Tips for better teamwork (10 mins) 3. Task 3: Case study - Watch the following video https://www.youtube.com/watch?v=3boKz0Exros (15 mins) 4. Task 4: Discussion- Are you capable of leading a good team? (10 mins)



	5. Task 5: Wrap-up (10 mins)
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HANDOUT 1: 10 Team characteristics for effective teamwork

Clear direction

Decide on team goals and desired outcomes first. Use it for clear direction for the team you select. Start at the end point: What is the outcome you want and why? Leave the team flexibility to develop the best way to get there.

Open and honest communication

The most important part of communication is listening. Listening is not just a way to find things out. It's also a sign of respect. So send the message that your conversation partner is valuable. Listen like you mean it. Demonstrate that you're listening. Paraphrase, re-state, and react to what you hear. Ask for clarification. Get involved.

Support risk taking and change

Good teams support appropriate risk taking and experimentation for change. They look on first time mistakes as opportunities for learning.

Defined roles

Roles might shift somewhat once the team is assembled, but understand the skill sets and thinking styles are needed on the team. If a team needs to develop a new product for market, that team will need a detail-oriented person (the task-master), who is methodical and can keep the team on track.

Once you have a plan for those basics, begin choosing the strongest team members to carry out the project.

Mutually accountable

Teams accept responsibility as individuals and as a team. They don't blame one another for team mistakes and failures. No one should spend any time, useless time, in personal justifications. They should celebrate their successes together and recognize special performances and contributions that each team member makes to the total work of the team.

Communicate freely

Communication is the cousin of chemistry. In any team, communication is crucial to building a sense of camaraderie between members. The content of the communication is rather irrelevant, as researchers at MIT's Human Dynamics Laboratory have shown. Rather, the manner of communication — how freely and frequently team members communicate — determines the effectiveness of the team. Put simply, the more freely you talk to your fellow team members, the more comfortable you are in sharing insights and ideas.

Common goals



A chief characteristic of any successful team is that members place the common goal above individual interests. While scaling individual targets is great for personal morale, teams succeed when they understand, appreciate and work with a common purpose.

Encourage differences in opinions

Agreeing on a common goal is essential. But it shouldn't come at the cost of suppressing alternative ideas and opinions. Having divergent opinions within a team enhances team performance; a diverse team is its competitive advantage.

Diverse opinions stir imagination and new ideas. Imagination and new ideas stir creativity. Unless the status quo is threatened and questioned, you won't find those crucial "out of the box" ideas.

Collaboration

Close collaboration is a trait shared by every successful team, whether it be the Apple leadership team or Lennon-McCartney of the Beatles fame or Jordan-Pippen of the Chicago Bulls fame. The idea is simple enough: the more you collaborate and the more you communicate, the more you create.

Team trust

Team members who cannot trust one other or who don't believe in the process and goals of the team seldom find success. Effective teams focus on solving problems. Trust is an adjunct of effective communication; there can be trust between team members only if they are allowed to air their views freely. This is the reason why organizations often undertake team-building exercises that put team members in positions of trust.

