

# TEAM WORKER Learning Mat



## Reflecting on my **team worker** skills

Below are some of the skills you need to be an effective team worker. Traffic light each of the skills in turn so you are aware of which you need to develop further. You can do this at any point during your focus on this important skill to see how you are progressing...

- I'm setting off
- I'm on my way
- I'm getting nearer
- I've arrived!

Collaborate with others to work towards common goals (TW1)	<input type="radio"/>
Reach agreements, managing discussions to achieve results (TW2)	<input type="radio"/>
Adapt behaviour to suit different roles and situations, including leadership roles (TW3)	<input type="radio"/>
Show fairness and consideration to others (TW4)	<input type="radio"/>
Take responsibility, showing confidence in yourself and your contribution (TW5)	<input type="radio"/>
Provide constructive support and feedback to others (TW6)	<input type="radio"/>



**Reflective Hat:** monitoring, planning, organising thinking.

**Cautious Hat:** judgement and caution, seeing errors, risks, difficulties and problems

**Intuitive Hat:** intuition and emotion, gut reactions and feelings

**Informative Hat:** facts, figures and information, being impartial

**Constructive Hat:** positive, constructive and logical, sees the benefits

**Creative Hat:** creativity and alternatives, looks for solutions and new ideas

- Use the Hats to debrief a challenge and in problem solving
- Depending on what you are doing, members of a team can choose to wear the same Hat or put on different Hats

Really good because ...

Even better if...

Have you thought about...?

Next time you could

What I liked about it is...

Three stars...

And a wish...

In order to improve you could

## Useful vocabulary for **team talk**

These are useful words as a focus when you are working as part of a team. Some of the words describe behaviours needed to work successfully as part of a team. Other words will help you to discuss your ideas when working as part of a team.

Dialogue	Reason
Thinking together	Relevant
Discussion	Justify
Opinion	Suggestion
Alternatives	Respect
Oppose	Support
Agreement	Argument
Sharing	Information
Evaluate	Summarise

## Strategies for **team work**

**Active Listening:** listen carefully and effectively by

- Looking at the person speaking
- Asking questions
- Not interrupting

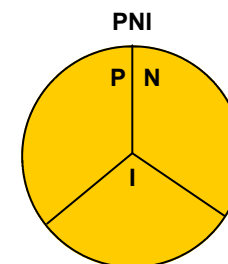
**Mini-presentation:** the group decides how best to present information e.g. diagram, flow-chart, piece of music, piece of writing. All members of the group contribute.

**Thought Shower:** all members of the group call out words/ideas relating to the topic. All ideas are recorded before being grouped, ordered or evaluated.

**Envoying:** Following a discussion, each group sends an envoy to share ideas or information. The envoy may be selected by the teacher or chosen by the group.



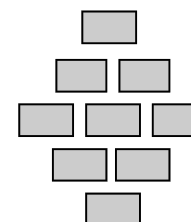
## Thinking Frames to encourage **team talk**



- All the plus/positive points in the "P" section
- All the minus/negative points in the "N" section
- All interesting points in the "I" section

Diamond Nine

- Nine statements or ideas/ pieces of information
- Must be ranked in order of importance/relevance



## Priority Grid

High payoff

Easy to do

Low payoff

Hard to do

- Helps to prioritise tasks
- Allows consideration of how tasks need to be approached

