

Name:
Year:



As part of every **Skills for U** session, you are going to learn about a skill that will help you throughout your life, and also make you more employable!

In this session you are learning all about **Teamwork**, why it is important and how you can get better at it. Everything you need to complete this worksheet is either in the PowerPoint presentation you have just listened to or on this sheet.

Throughout the programme we will also highlight a job that uses the skill we are learning about. The job for **Teamwork Skills** is a **Paramedic**.

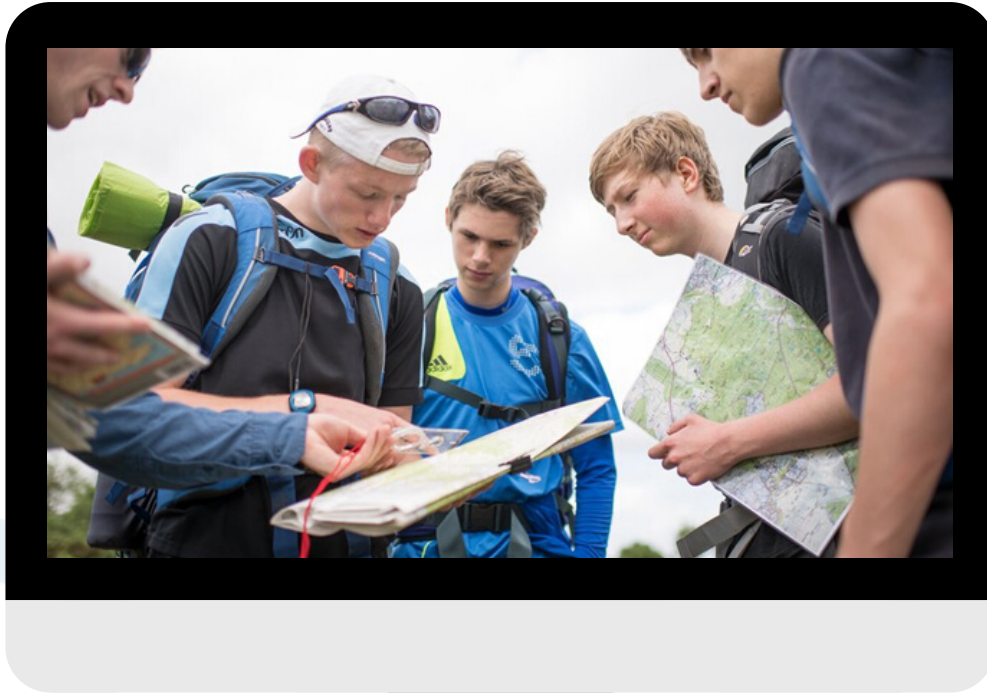
Question: Why is it important for paramedics to have good **teamwork** skills?

Question: What other jobs or businesses need good **teamwork** skills? Why?

Task 1: Leading a Team

Leading a team can be challenging but learning to do this successfully will increase your employability skills. Look at the below scenario and consider how you might lead this team.

You have been given a map and a compass; in your team you must reach a destination point before nightfall. You have been appointed team leader but your map reading skills are not very strong. Along the way you notice one member of your team falling behind, they are tired and don't agree that you are heading in the right direction. Another member of your team wants to use their phone to check where you are, but this is against the rules.



Question: How would you handle this situation? Think about the leadership qualities covered in the video: clear communicator, respectful to others, decisive, fair and providing feedback.

Task 2: Remaining Positive

Remaining positive and offering encouragement can boost team morale. Learning to think about how we say things can improve our teamworking skills.

See if you can translate the below phrases into something more positive. The first two are examples.

I wouldn't have done it like that - I have another idea, would you like to hear it?

What's the point? - I don't understand why we are doing this, what's the end goal?

I should be team leader, not you -

You're not doing enough work -

It doesn't matter that I'm late -

I could have done this better on my own -

I can't be bothered -

That's not my problem -

That's a silly idea -

Task 3: Your experience of working in a team

Think about a time when you have worked in a team and reflect on what went well and what you could have done differently. This will be useful for future interview as employers ask you to give past experiences to demonstrate your skillset.

Question: What was the team goal?

Question: What was your role in the team?

Question: Were there any challenges?

Question: What did you do well?

Question: What would you do differently next time?

Task 4:

Now it's time to put your teamwork skills into practice! You will need at least one other person to be part of your team. Try and create a bigger team to really test your skills; you don't all need to be face-to-face so try and think of other ways you can communicate with your team.

You are stranded on a desert island with only the supplies listed below. As a team you have 20 minutes to decide which 5 items from the list of 20 would be best to keep.



Sunglasses



Matches



Glass



Toothbrush



Kitchen Knife



Book



Scissors



Towels



Sleeping bag



Game console



Sun cream



1 bar of chocolate



Nail polish



Empty toolbox



Umbrella



Compass

Question: How did you decide on your five items? You need to justify your choices.

Item 1 -

Item 2 -

Item 3 -

Item 4 -

Item 5 -

There are no right or wrong answers to this task, it is about how you behaved and interacted as part of the team and how you justified your choices. Employers might use a scenario like this at an interview and they will be watching to see if you met the following criteria of a good team player:

Contribution – Whether you helped to prioritise items to keep on the island. Did you back up your suggestions with good justification/rationale?

Teamwork – How you responded when challenged. Did you negotiate? Did you help the task along?

Leadership – Whether you influenced how the task was approached. Did you take the lead and did you take direction well?

Communication skills – If you communicated well. Did you listen? Was your communication style appropriate? Did you put your views across confidently?

Task 5: Evaluation

Congratulations on completing the previous tasks!

We have one final thing for you to do.

Question: How did you decide on your five items? You need to justify your choices.