THE TEAMWORK TOOLKIT

Big job? Team up.

Eight skills for working well with other people.

1 Share the goal

GOAL

What are we all trying to do?

2 Find your role

ROLE

What is my job for the team?

3 Take turns

INCLUDE

Has everyone had a go?

4 Build on ideas

CONTRIBUTE

What can I add to that?

5 Disagree kindly

COMPROMISE

What matters most to each of us?

6 Help each other

SUPPORT

Who needs a hand? Do I?

7 Keep your word

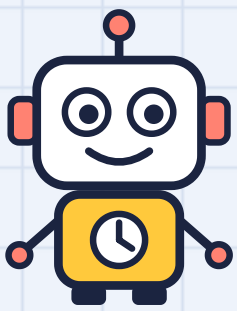
RELIABLE

Did I do what I said I would?

8 Look back together

REFLECT

What worked? What will we change?



Share the goal. Share the work. Go further together.

1 TEAMWORK SKILL ONE

Share the goal

Goal say: GOHL
The thing a team is trying to achieve together.

A CLEAR TEAM GOAL ANSWERS THREE QUESTIONS

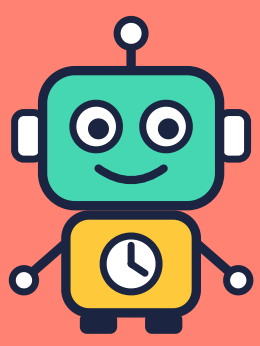
What?
What exactly are we making or doing?

By when?
When does it need to be finished?

How will we know?
What does "done" look like?

FUZZY
"Do some stuff about frogs."

CLEAR
"Make a frog life-cycle poster by Friday."



ASK YOURSELF
What are we all trying to do?

2 TEAMWORK SKILL TWO

Find your role

Role say: ROHL
The job one person does for the team.

FOUR ROLES THAT SUIT MOST SMALL TEAMS

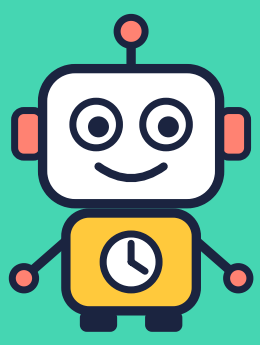
Organiser
Keeps the team on the goal and includes everyone.

Recorder
Writes down ideas and decisions.

Timekeeper
Watches the clock and says how long is left.

Checker
Checks the work against the goal.

REMEMBER A role is a job, not a rank. Swap roles so everyone learns every job.



ASK YOURSELF
What is my job for the team?

3 TEAMWORK SKILL THREE

Take turns

Include say: in-KLOOD

To make sure someone is part of what is happening.

WAYS TO SHARE THE TALKING AND THE DOING

Go around
One idea each before anyone has a second go.

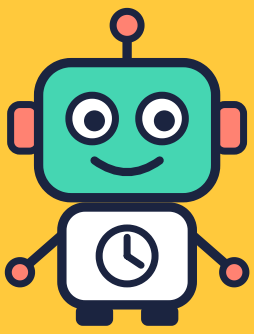
Invite
"Sam, what do you think?"

Share the fun jobs
Take turns with the best bits and the boring bits.

IN MATHS

If 4 people have 20 minutes to present, a fair share is 5 minutes each.

$20 \div 4 = 5$



ASK YOURSELF

Has everyone had a go?

4 TEAMWORK SKILL FOUR

Build on ideas

Contribute say: kun-TRIB-yoot

To add your part to the team's work.

THE MAGIC WORDS

"Yes, and..."

THREE WAYS TO BUILD

Add

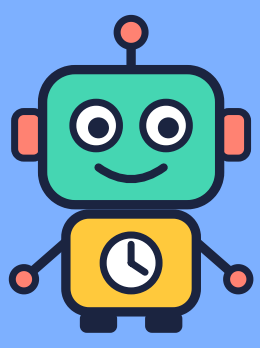
"Yes, and we could also..."

Join

"What if we put your idea with Mia's?"

Ask

"How would that part work?"



ASK YOURSELF

What can I add to that?

TEAMWORK SKILL FIVE

Disagree kindly

Compromise say: KOM-pruh-myz

An agreement where everyone gives a little and gets a little.

Stop and breathe > Each say why > Find what matters > Choose a way

FOUR FAIR WAYS TO CHOOSE

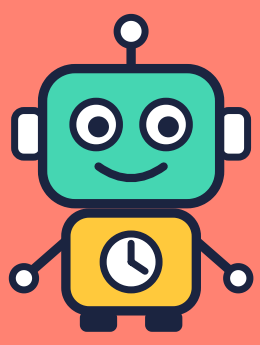
Combine
Use parts of both ideas.

Compromise
Everyone gives a little and gets a little.

Try both
Test each idea quickly.

Vote
Count hands and move on.

SAY IT LIKE THIS "I see it differently, because..."



ASK YOURSELF

What matters most to each of us?

6 TEAMWORK SKILL SIX

Help each other

Support say: suh-PORT
To help someone so that they can do well.

BOTH HALVES OF HELPING

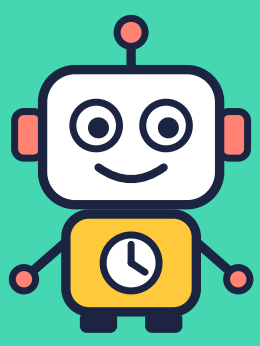
Offer help
Notice who is stuck.

"Would you like a hand?"

Ask for help
Say which part is hard.
Do it early.

"I'm stuck on this bit. Can someone show me?"

REMEMBER Helping is not doing someone's job for them. Ask first.



ASK YOURSELF

Who needs a hand? Do I?

7 TEAMWORK SKILL SEVEN

Keep your word

Reliable say: ruh-LY-uh-bul

Doing what you said you would do, when you said you would.

THREE HABITS OF A RELIABLE TEAMMATE

Say it clearly
"I'll draw the map by Wednesday."

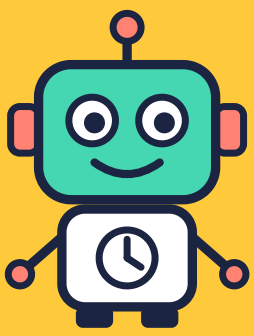
Write it down
A list beats a memory.

Speak up early
"I'm running late. Can someone help?"

IN MATHS

Jobs of 10, 20 and 15 minutes take 45 minutes. Due at 3:00? Start by 2:15.

$$10 + 20 + 15 = 45$$



ASK YOURSELF

Did I do what I said I would?

8 TEAMWORK SKILL EIGHT

Look back together

Reflect say: ruh-FLEKT
To think back on what happened and what you learned.

TWO QUESTIONS AND A THANK-YOU

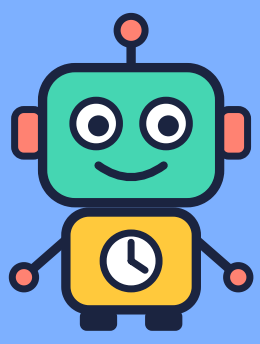
What went well?
Keep doing these things.

Even better if…
Change one thing next time.

Thank you for…
Say exactly what helped.

A SPECIFIC THANK-YOU
"Thanks for redrawing the map when it tore."

REMEMBER Talk about what the team did, not who to blame.



ASK YOURSELF
What worked? What will we change?