## Team Training Session 3

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| **Self and Group Reflection**  The first time we met we discussed what makes an effective team. Below is the list from the session 1 hand-out. Think about each one and rate your performance and then that of the team as a whole.  **1 = needs improvement, 2 = moderately, 3 = excellent**.  If you feel one doesn't apply to your group then write N/A.   | **Encourage participation** | Myself | Team | | --- | --- | --- | | Give positive comments to each other regularly and often |  |  | | Give negative observations when necessary, but give it constructively |  |  | | Receive negative observations from another member without becoming defensive |  |  | | Support other team members in times of crisis |  |  | | Are ambassadors of that team, and represent the team, not just themselves |  |  | | Remain open-minded and receptive to all ideas, however different from their own |  |  | | Accept every problem as a *team* problem. |  |  | | Never say “we can’t do this,” but say “how *can* we do this?" |  |  | | Encourage full participation by all members |  |  | | **Reliable and communicates well** |  |  | | Give another member time to get his idea out |  |  | | Paraphrase others ideas to ensure understanding of the intended message |  |  | | Take turns speaking |  |  | | Call a time-out if they feel another member’s behaviour is disruptive |  |  | | Make the team meeting a priority so that attendance is consistent |  |  | | Begin and end meetings on time |  |  | | Obtain closure on topics and get a decision |  |  | | Summarize and clarify the meeting at the end |  |  | | Use consensus for major decisions |  |  | | **Contribution** |  |  | | Carry out tasks that are their responsibility |  |  | | Don’t have side conversations during a discussion |  |  | | Ask for help from other members when needed and don’t waste precious time struggling alone |  |  | | Stay focused on the task on hand, and don’t engage in distracting behaviours |  |  | | Determine the action items that any decision requires, or think through how to carry out decisions |  |  | | Look at failures as a way to improve the team functioning |  |  | | Share all information |  |  | | Stay focused on the purpose of the team, which is to accomplish  something together |  |  | |

## Negotiation of contribution

This is the form that will be used in the final team training session to negotiate authorship order (see Microsoft teams, Training Session 4 for the full information) and should help you with the peer evaluation. Remember no scaling of marks will occur unless you have discussed challenges with the convenor (Mandy) prior to the end of the 4th team training session.

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|  | Authors (% for each item) | | | |
| Video subject |  |  |  |  |
| Background research |  |  |  |  |
| Interviews |  |  |  |  |
| Filming |  |  |  |  |
| On camera |  |  |  |  |
| Voice overs |  |  |  |  |
| Editing (music, shot selection etc) |  |  |  |  |
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