

## ***Team Training Session 3***

### **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.

<b>Encourage participation</b>	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 <i>team</i> problem.		
Never say "we can't do this," but say "how <i>can</i> we do this?"		
Encourage full participation by all members		
<b>Reliable and communicates well</b>		
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		
<b>Contribution</b>		
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 4<sup>th</sup> team training session.

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