

Team training session 3: Tutor notes

Self and group reflection and negotiation

Checklist:

<ul style="list-style-type: none">• Ask students to do the self and group reflection sheet by themselves...not together.	} 10-15 minutes
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<ul style="list-style-type: none">• Ask students to try negotiating how much each team member has done so far on the assignment. Use the table provided to help.	} 10-15 minutes
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Part 1: Self and group reflection.

The intention of this activity is to get the students to think about their own behaviour and that of the rest of the team. The questions address different aspects of working in a team and are strongly based on the list of expectations from the first session. Hopefully any students not pulling their weight will realise this by themselves and make more effort in the coming weeks which are critical for their videos.

I set this up as an Assignment (Forms) in Microsoft Teams.

COVID NOTE: This session happened to fall one week after we moved everything online and it was the perfect time for students to also plan forward – discuss adjustments they needed to make to still achieve the outcome in the new circumstances. It was clearly important to remind them that ‘stuff’ happens and sometimes it’s necessary to pause, reflect and adjust.

Part 2: Negotiating contribution

Get the students to think about how much each person has contributed so far to the video. Encourage them to change the activity list in the left column if they want to (they can flip back to the activity list from the first session to help them).

Of course the videos will not be completed yet and it is good to **reassure the students that it is fine if some students have done more than others at this stage.**

Let them know that this activity is designed to be check and a reminder that **everyone is expected to have contributed equally by the end of the assignment.**

Also remind them that they should all be discussing each activity that they do to complete the video even though not all students will be actually carrying out each activity. So for example one activity might be to organise an interview...one or two students from the group may actually do this, but the group should be discussing any questions that are to be organised or the editing of that interview all together to get the best outcome.

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.

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 <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		
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.

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