

# Teamwork

ACE - Grow Your Skills



@Vrije Universiteit Amsterdam - Peter Valckx



# Teamwork

*Teamwork means working in collaboration with others to achieve a goal.*

## Description

Together, you make a plan with a clear division of tasks. You deploy your own qualities and share what you need to learn or perform. At the same time, you allow space for others so that they, too, can put their qualities to use and share what they need to learn or perform well. This way, you collectively take responsibility for a good process and end result. Together you achieve more. You can get much more work done by combining qualities. You inspire and help each other where necessary and possible and learn from each other. And you also use your own qualities effectively.

When you start a new collaboration, it is important to make good collaboration agreements and write them down. How will you tackle the job? What expectations do you have of each other? What qualities are there in the group? Who takes on which task? And how do you deal with challenges? By putting agreements on paper, you get the most out of working together. You can also hold each other accountable if something does not go smoothly in the process.

### Watch this video



Or click [HERE](#) to go to YouTube



## Tips

1. Create a team.
2. Get to know each other and discuss why you chose this topic. Express your expectations and express what you are good at and less good at.
3. Make a division of tasks and make agreements on how often you see each other, scheduling, dates for meetings, etc.
4. Who takes on which role? Who is the chairperson and who is the secretary? What other roles should be divided?
5. In case of setbacks, first try to solve it yourself. Only when you cannot resolve it among yourselves you go to your teacher. Take responsibility for your task, yourself and the other team members. Give feedback to each other about what is going well and what is not.



## Assignment 1 *Two Truths One Lie*

Introductory game at the start of a collaboration.

**Step 1:** Tell your group members three things about yourself, one of which is not true. The other group members have to guess which statements are true and which one is not. Then reverse the roles. Another group member tells three things about themselves of which one is not true.

*Tip: You can also do this assignment in small groups to break the ice.*

### Three facts about myself:

True: \_\_\_\_\_

True: \_\_\_\_\_

Not true: \_\_\_\_\_

**Step 2:** After the game, have a conversation about working together.

What did you notice?

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What do you know about each other now?

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How will you work together?

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## Assignment 2 Collaboration

Collaborative exercise in which instructing plays a major role. This assignment was devised by Marieke Desloovere. She is an educator in bullying, resilience & counseling attitude at Pimento.

**Step 1:** Grab the following materials:

- an image
- blindfolds
- markers
- paper

**Step 2:** Create trios. Each 3-person team consists of an illustrator, a communicator and a blindfolded person. Write down who takes on which role:

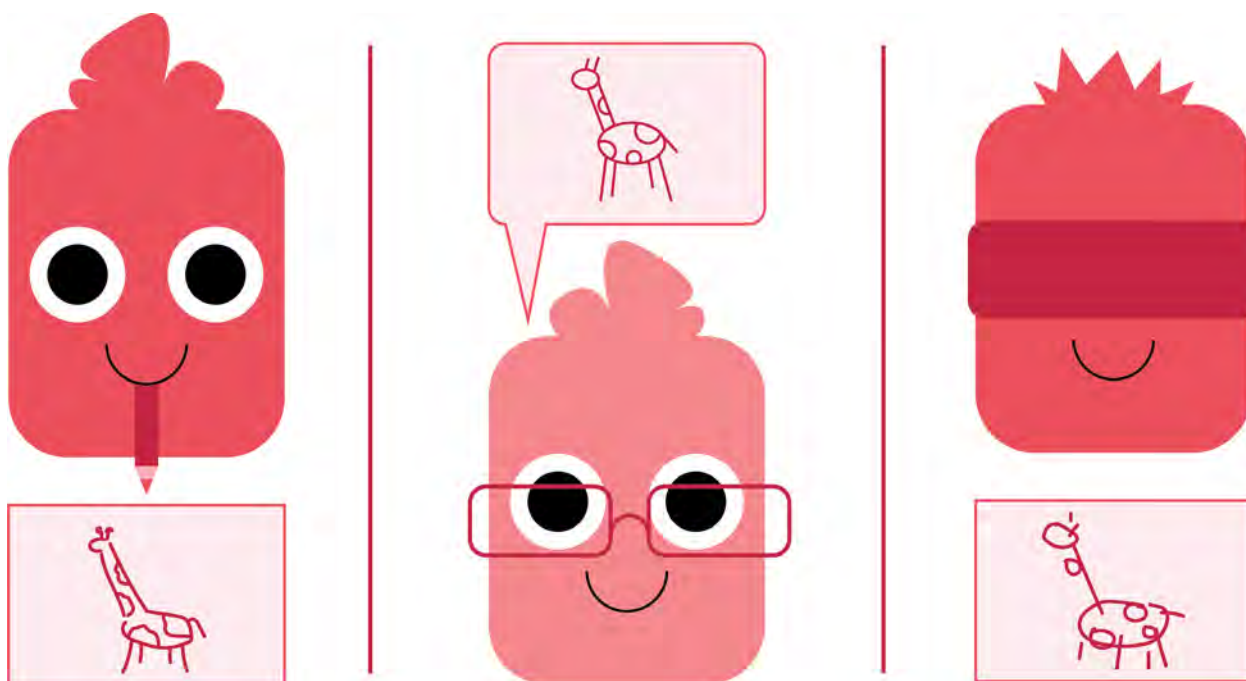
Illustrator: \_\_\_\_\_

Communicator: \_\_\_\_\_

Blindfolded: \_\_\_\_\_

**Step 3:** The illustrators are shown a picture, for example a picture of a well-known building (Eiffel Tower) or animal (giraffe) without the others seeing it. The illustrator draws the picture with a marker on a sheet of paper, but they can only hold the marker between their teeth!

**Step 4:** The communicators walk back and forth between the illustrators and the blindfolded and try to instruct the blindfolded in such a way that they can draw the picture blindfolded and figure out exactly what they have drawn. Speak clearly about what the communicators can and cannot say; of course they cannot say things like: 'draw a giraffe'.



**Step 5:** Afterwards, have a conversation about working together.

- What did you notice?
- What was difficult about drawing?
- What was difficult about describing the drawing?
- How will you work together?



## Assignment 3 *Word for word*

Connecting with others. This assignment was devised by Tineke de Roos and Thea Gevers. Both are a senior trainer/coach/advisor at Vrije Universiteit Amsterdam.

**Step 1:** Make pairs: taking turns only saying one word out loud, person A and B make up a story together. First, give a short example together with a participant so everyone can see how it works.

The opening line of the story is, "Long, long ago, in a land far, far away from here...". Then the pairs can continue the story. A and B say no more than one word at a time. Duos that get stuck, start over immediately.

**Step 2:** In class, discuss what the moral of the story is: "And the moral of this story is...". Again, of course, that moral must be told word for word. The result is often hilarious.

**Step 3:** Discuss the assignment afterward.

- What difficulties did you encounter while telling the story?
- Was it difficult to connect with the other person?

### Variations

There are several variants of this game:

1. The facilitator writes three things on the board: a thing (banana), a verb (to obstruct) and an emotion (happy). A and B must incorporate all three into the story.
2. You can also do the exercise with the whole class, instead of in pairs: everyone stands in a circle and takes turns adding a word. Do this as quickly as possible.



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## **Assignment 4** Collaboration contract

Make agreements on the collaboration.

Together, answer the questions below about collaboration in the project. Write down the answers.

### **Collaboration contract 1/3**

#### **Project members and roles**

Complete this list for each member of the project

My name: \_\_\_\_\_

My strengths: \_\_\_\_\_

My weaknesses: \_\_\_\_\_

My name: \_\_\_\_\_

My strengths: \_\_\_\_\_

My weaknesses: \_\_\_\_\_

My name: \_\_\_\_\_

My strengths: \_\_\_\_\_

My weaknesses: \_\_\_\_\_

My name: \_\_\_\_\_

My strengths: \_\_\_\_\_

My weaknesses: \_\_\_\_\_

My name: \_\_\_\_\_

My strengths: \_\_\_\_\_

My weaknesses: \_\_\_\_\_

My name: \_\_\_\_\_

My strengths: \_\_\_\_\_

My weaknesses: \_\_\_\_\_

What roles are needed in this project? Who gets what role?

Role: \_\_\_\_\_ Name: \_\_\_\_\_

Role: \_\_\_\_\_ Name: \_\_\_\_\_

Role: \_\_\_\_\_ Name: \_\_\_\_\_

Role: \_\_\_\_\_ Name: \_\_\_\_\_

Role: \_\_\_\_\_ Name: \_\_\_\_\_

Role: \_\_\_\_\_ Name: \_\_\_\_\_

## Collaboration contract 2/3

### Collaboration

How will we work together? Do we divide tasks or do we do everything together?

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### Meetings and deadlines

How often are we going to get together?

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At what times do we meet?

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What does the planning look like?

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What are the deadline and intermediate deadlines?

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### Version design

How will we structure our collaboration? Will we work in Teams, Magister, Google Docs, etc...?

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What agreements do we make on the design of our collaboration?

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# Collaboration contract 3/3

## Process

What do we do if a deadline is not met?

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What do we do if agreements are not kept?

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## Signatures

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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Name: \_\_\_\_\_

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Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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# Literature

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