

Teamwork in a Professional Environment

As students work in collaborative groups in professional settings, they will work in collaborative teams to produce a professional product. This lesson provides students with the fundamental skills and competencies for teamwork and collaboration essential for success in the workplace. This set of skills is critical as students enter internships in their industry. The focus of this lesson will be on the Collaboration and Teamwork skills that are assessed on the NAF Internship Assessment, including: acts and collaborates as a team member, exhibits ability to work with diverse individuals, and interacts with supervisors, clients, and teammates appropriately.

This lesson is expected to take two 50-minute class periods or 100-minutes total.

Lesson Framework

Learning Objectives

Each student will:

- Participate in a discussion on teamwork and collaboration as it relates to the professional working environment
- Review the teamwork and collaborative skill presentation by their NAF instructor
- Assess their individual skill set for being a productive and proactive team member
- Identify the attributes of an effective team member

NAF College and Career Ready Skills

Initiative and Self Direction

- Aware of own abilities and performance
- Takes responsibility for learning, seeks to learn

Academy Assessment Standards

Provides a WBL Program

- 4.1.a:** A three-to-four-year series of coordinated and sequenced work-based learning experiences that include activities within career preparation.

Instructional Materials

Teacher Resources

- Teacher Resource TW.1, Presentation
- Teacher Resource TW.2, Teamwork Skills

Student Resources

- Student Resource TW.1, Presentation Notes
- Student Resource TW.2, Teamwork Skills

Equipment and Supplies

- One computer or device per student
- Cloud or drive storage
- Printer access
- Large sheets of poster or sticky paper

Lesson Steps

Step	Min.	Activity
		CLASS PERIOD 1
1	10	<p>Teamwork Introduction Activity</p> <p>The instructor will facilitate a group/class discussion on Teamwork using the following prompts? Display the following prompts for students to answer upon entering the classroom.</p> <ul style="list-style-type: none">• What is Teamwork?• How do we know Teamwork works? What are the visible signs of Team that is accomplishing its goals?• Provide a real example of Teamwork? <p>The instructor will provide the class with time to think, consider and discuss in small groups. The instructor will bring the class back and ask for examples; noting on the board/computer screen the traits of Teamwork. Challenge students to provide specific examples of teamwork items during their discussion.</p> <p>Students will consider what teamwork looks like in a business or industrial setting using the following prompts. Have students first work independently to answer the</p>

Step	Min.	Activity
		<p>given prompts, later reconvening with their small groups to share answers and discuss.</p> <ul style="list-style-type: none"> • What does a work team look like in a business or industry setting? • What does teamwork look like in a business or Industrial setting? • What are signs that team in a business is accomplishing its goal? <p>After students have had time to reflect, the instructor will record answers shared out by groups. Students should also keep their recorded answers to reflect on after the lesson is complete, readdressing any thoughts that may have changed.</p>
2	25	<p>PowerPoint Presentation: Teamwork Skills</p> <p>The instructor will present Teacher Resource TW.1, Presentation as students take notes using Student Resource TW.1, Presentation Notes. Students will record their reactions and options to teamwork skills highlighted during the presentation.</p>
3	15	<p>Article: 5 Must-Have Attributes of Every Successful Team</p> <p>Students will read "5 Must-Have Attributes of Every Successful Team" in small groups of 3-4 students each. The attributes are mentioned in the PowerPoint presentation and intended to help students connect.</p> <p>Article Link: https://www.forbes.com/sites/davidsturt/2015/10/29/5-must-have-attributes-of-every-successful-team/#618c37d11c02</p> <p>Reflection Activity: After reading, students will respond to the following reflection questions as a ticket out of class. Post these questions on the board or digitally for students to respond to.</p> <ul style="list-style-type: none"> • Of the five items mentioned in the article, which is the most important for a team to be successful? • After listening to the PowerPoint presentation and reading the article, are there any items you would add as attributes of successful teams? • What element presented in the article do you feel is the most challenging for teams working together?
		CLASS PERIOD 2
4	40	<p>NAF Internship Assessment: Teamwork during the Internship Experience</p> <p>Advanced Preparation: Prior to the class period, determine how you will distribute the NAF Internship Assessment. It is recommended that this be shared with students</p>

Step	Min.	Activity
		<p>digitally, but you may also print each student a copy of the assessment if digital sharing is not available for your classroom.</p> <p>Lesson Activity: Students access their individual copy of the NAF Internship Assessment. The following Internship Assessment skills will be of focus during the lesson activity:</p> <ul style="list-style-type: none"> • Acts and Collaborates as a team member • Exhibits ability to work with diverse individuals • Interacts with supervisors, clients, and teammates appropriately. <p>To demonstrate understanding of the listed Internship Assessment skills, students divide into groups of 5 and are given one of the following topics (found in the 5 Must-Have Attributes article).</p> <ul style="list-style-type: none"> • Clear Vision • Inspiring Leaders • Team Cooperation • Constructive Communication • Appreciation All Around <p>Once groups are assigned their specific topic, students will work together to develop a skit to present to the rest of the class showing their given topic from the article while incorporating the Internship Assessment standards listed under the Collaboration and Teamwork standard.</p> <p>Teams will create a 2-minute skit of a team working professionally in a workplace environment. Using Student Resource TW.2, Teamwork Skills students will outline their skit, identifying included concepts from the class PowerPoint presentation, article, and previous engagement with the NAF Academy Assessment. Teachers use Teacher Resource TW.2, Teamwork Skills to aid students in their completion of the activity.</p> <p>Allow students 30 minutes to develop their skit and work through the associated student resource. After this time has been allotted, each group will present their work to their peers.</p> <p>Student presentations should take 10 minutes of the 40-minute activity time.</p>
5	10	<p>Internship Assessment Reflection</p> <p>Students will reflect on their own skill set as it relates to what they have learned about teamwork in a professional environment. Continuing to use Student Resource TW.2, Teamwork Skills students will complete the self-assessment of the skills listed under the Collaboration and Teamwork assessment standard. Students will use this self-reflection while planning for their internship or post-secondary work experience.</p>

Step	Min.	Activity
		Teachers will collect completed copies of Student Resource TW.2, Teamwork Skills from each student to better understand their feeling toward their abilities in the teamwork standard prior to beginning their internship or work experience.

Extensions

Work-Based Learning

Teamwork shadow activity: Students can be shadows to a local team in a business that is working on the project. The students can note behaviors, planning, tools used, goals and objectives. The student team can then present their observations to the class and or the local advisory board.

Teamwork Challenge: Students work together to think like an engineer and solve a challenge problem during the marshmallow and toothpick challenge. Instructions for this challenge are found here: http://www.crscience.org/pdf/Marshmallow_toothpick_challenge.pdf

Technology Integration

Virtual Project Management: Students can conduct research on how projects in today's world are often managed remotely, not within a building or eyesight of their group. How does the management of this type of project differ from a traditional project where the team is present together?

Cross-Curricular Integration

All Subjects: Teamwork Presentation to underclassmen or elementary school. The students will present Teamwork to a group of younger students that may be entering a team or team situation. They can provide real examples of how they use teamwork in their academy setting.



BE FUTURE READY

Teamwork in a Professional Environment

Teacher Resource TW.1

Lesson Objectives

- Participate in a discussion on teamwork and collaboration as it relates to the professional working environment
- Review the teamwork and collaborative skill presentation by their NAF instructor
- Assess their individual skill set for being a productive and proactive team member
- Identify the attributes of an effective team member

Teamwork Defined

The process of working collaboratively with a group of people in order to achieve a goal.

- Teamwork is often a crucial part of a business, as it is often necessary for colleagues to work well together, trying their best in any circumstance.
- Teamwork means that people will try to cooperate, using their individual skills and providing constructive feedback, despite any personal conflict between individuals.



Key Components of Effective Teamwork



- Open Communication
- Meaningful Goals
- Defined Work Processes
- Constructive Conflict Resolution



Five Must-Have Attributes of Every Successful Team

1. Clear Vision
2. Inspiring Leader
3. Team Cooperation
4. Constructive Cooperation
5. Appreciation All Around



6 Benefits of Teamwork in the Workplace

- Fosters Creativity and Learning
- Blends Complementary Strengths
- Builds Trust
- Teaches Conflict Resolution Skills
- Promotes a Wider Sense of Ownership
- Encourages Healthy Risk-Taking



The NAF Internship Assessment Teamwork and Collaboration



CERTIFICATION

NAFTrack Certification Internship Assessment

Directions:

Please answer the following items based upon your experience observing the student intern. ***It is important that you be objective and candid in your assessment of the intern, as your responses carry credibility to the process.*** If you have not had the opportunity to observe the student's skill level in a particular area, please respond N/A: "No Opportunity to Observe."

Any item receiving a score of 1 requires the supervisor to comment on the reason for this score.

SCORE	<u>1</u> Does Not Meet Expectations	<u>2</u> Approaches Expectations	<u>3</u> Meets Expectations	<u>4</u> Exceeds Expectations	<u>N/A</u> No Opportunity to Observe
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Part I. Core College and Career Readiness Skills

Collaboration & Teamwork that includes the following skills:	1	2	3	4	NA
Acts and collaborates as a team member					
Exhibits ability to work with diverse individuals					
Interacts with supervisors, clients, and teammates appropriately					
Communication that includes the following skills:	1	2	3	4	NA
Demonstrates effective verbal communication					
Constructs effective written communications					
Listens attentively and observes work environment					
Creativity & Innovation that includes the following skills:	1	2	3	4	NA
Incorporates creativity and innovation into tasks					
Critical Thinking and Problem Solving that includes the following skills:	1	2	3	4	NA
Thinks critically, formulates, and solves problems					
Demonstrates precision and accuracy					
Utilizes systems thinking					



BE FUTURE READY

Why is Teamwork important to your Internship Provider

- Productivity Increases
- Team Performance reflects upon them
- Team Professional Growth Matters
- Team Success matters



Teamwork Inspired

1. "Alone we can do so little; together we can do so much." – Helen Keller
2. "Talent wins games, but teamwork and intelligence win championships." – Michael Jordan
3. "Teamwork begins by building trust. And the only way to do that is to overcome our need for invulnerability." – Patrick Lencioni
4. "It is literally true that you can succeed best and quickest by helping others to succeed." – Napoleon Hill
5. "If you want to lift yourself up, lift up someone else." – Booker T. Washington
6. "None of us, including me, ever do great things. But we can all do small things, with great love, and together we can do something wonderful." – Mother Teresa



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NAF Internship Assessment: Teamwork Skills in the Internship Experience

Following the PowerPoint presentation, assist students as they work through the material below to analyze their teamwork skills against the Internship Assessment.

Part I: Teamwork in the Workplace Role Play

Instructor Note: Divide students in to small groups of 5 students each. Assign each group one of the following article topics: Clear Vision, Inspiring Leaders, Team Cooperation, Constructive Communication, and Appreciation All Around.

Student Directions: After reading the article “5 Must Have Attributes of Every Successful Team,” you will work in groups to design a skit to display concepts presented in the article and your class PowerPoint. Work together to develop a skit to present to the rest of the class showing their given topic from the article while incorporating the Internship Assessment standards listed under the Collaboration and Teamwork standard.

Outline your skit and each group member’s responsibilities here. Use the following space to represent each given topic and explain how you will demonstrate this through your created scenario.

Teamwork Element	Skit Inclusion and Details
Acts and Collaborates as a Team Member	
Exhibits ability to work with diverse individuals	
Interacts with supervisors, clients, and teammates, appropriately	
Meaningful goals	
Your Group Topic:	

Additional Notes:

Part II: Teamwork in the Internship Experience

The following teamwork concepts are evaluated during the internship experience on the Internship Assessment.

Teamwork Skills in the Internship Assessment	Rating 1-4	Notes on Element Performance and Improvement
Overall Collaboration and Teamwork		
Acts and collaborates as a team member		
Exhibits ability to work with diverse individuals		
Interacts with supervisors, clients, and teammates appropriately		



List ways you can practice the elements listed as part of the Teamwork skill evaluation in courses or work leading up to your internship:

How will you know you have mastered elements of teamwork included in the Internship Assessment?

What element included in the teamwork skill set do you most need to improve on? How will you take advantage of opportunities to do so?

Presentation Notes: Teamwork in a Professional Environment

As your teacher presents the PowerPoint slides, take notes on the presentation, recording findings and questions for later discussion.

<div><p><i>Teamwork in a Professional Environment</i></p><p><i>Teacher Resource TW.1</i></p><p>Copyright © 2008–2021 NAF. All rights reserved.</p></div> <div><p><u>Lesson Objectives</u></p><ul style="list-style-type: none">• Participate in a discussion on teamwork and collaboration as it relates to the professional working environment• Review the teamwork and collaborative skill presentation by their NAF instructor• Assess their individual skill set for being a productive and proactive team member• Identify the attributes of an effective team member</div>	<p>Presentation Notes</p>
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College Ready

Teamwork Defined

The process of working collaboratively with a group of people in order to achieve a goal.

- Teamwork is often a crucial part of a business, as it is often necessary for colleagues to work well together, trying their best in any circumstance.
- Teamwork means that people will try to cooperate, using their individual skills and providing constructive feedback, despite any personal conflict between individuals.



<http://www.businessdictionary.com/definition/teamwork.html>

Key Components

Key Components of Effective Teamwork



- Open Communication
- Meaningful Goals
- Defined Work Processes
- Constructive Conflict Resolution



<https://careertrend.com/components-effective-teamwork-6485.html>
<http://www.psssd.org/what-does-college-and-career-ready-mean/>

Key Attributes

Five Must-Have Attributes of Every Successful Team

1. Clear Vision
2. Inspiring Leader
3. Team Cooperation
4. Constructive Cooperation
5. Appreciation All Around



<https://www.forbes.com/sites/davidsturt/2015/10/29/5-must-have-attributes-of-every-successful-team/#618c37d11c02>

Benefits of Teamwork

6 Benefits of Teamwork in the Workplace

- Fosters Creativity and Learning
- Blends Complementary Strengths
- Builds Trust
- Teaches Conflict Resolution Skills
- Promotes a Wider Sense of Ownership
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<https://www.sandler.com/blog/6-benefits-of-teamwork-in-the-workplace>

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Any item receiving a score of 1 requires the supervisor to comment on the reason for this score.

SCORE	1	2	3	4	N/A
	Does Not Meet Expectations	Approaches Expectations	Meets Expectations	Exceeds Expectations	No Opportunity to Observe



Part I. Core College and Career Readiness Skills

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Importance of Teamwork

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Student Resource TW.1, Presentation Notes

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<https://blog.hubspot.com/marketing/teamwork-quotes>



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NAF Internship Assessment: Teamwork Skills in the Internship Experience

Directions: You will showcase your understanding of teamwork throughout your NAF internship experience. In the exercise below, you will apply what you learned from the PowerPoint and article to better understanding the Internship Assessment, skills evaluated, and how presented concepts impact your internship success.

Part I: Teamwork in the Workplace Role Play

After reading the article "[5 Must Have Attributes of Every Successful Team](#)," you will work in groups to design a skit to display concepts presented in the article and your class PowerPoint. Work together to develop a skit to present to the rest of the class showing their given topic from the article while incorporating the Internship Assessment standards listed under the Collaboration and Teamwork standard.

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