



Professional reconversion to ensure a better professional future

2022-1-ES01-KA220-ADU-000085069

HANDS-ON LEARNING ACTIVITIES BOOKLET: Teamwork and collaboration



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Information

Project	Convert your future Professional reconversion to ensure a better professional future
Project N°	2022-1-ES01-KA220-ADU-000085069
Work Package	3 - Hands-on learning activities booklet
Date	30/11/2023
Type of Document	BOOKLET
Language	English
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Index

4.8 Teamwork and collaboration	4
Activity 1	4
Activity 2	7

4.8 Teamwork and collaboration

Activity 1

Activity title	Teamwork divides tasks and multiplies success
Topic	Development of effective teamwork and collaboration skills.
Aim	To improve participants' ability to collaborate effectively among each other and develop teamwork dynamics to achieve a common goal
Target group	Adults learners
Duration	1 hour
Objective/ Learning objectives	• To understand the concepts of teamwork and collaboration • To foster collaboration and teamwork • To improve the process in terms of adaptability for future participants
Needed materials	For the animation of the workshop: A video projector, a board or flip chart For group works: one dedicated PC for each group, set of sheets and post-it.

Steps for implementation

STEPS FOR IMPLEMENTATION

1. Introduction (5 minutes): Presentation of the topic and objectives of the workshop.

Tip: Clearly articulate the goals of the workshop to set expectations and engage participants right from the start. Provide a brief overview of what teamwork and collaboration entail, and explain why understanding these concepts is crucial for effective work in various environments.

2. Understanding and Learning (20 minutes): Define the concepts of teamwork and collaboration. Provide several associated examples in different working environments such as:

- *office working environment.*
- *manual/skilled workforce/vocational jobs environment.*
- *autonomous jobs environment.*

Tip: Use real-life examples relevant to participants' experiences. For instance, use a recent team project from a common office environment or a well-known collaboration case study in vocational fields. Tailor examples to illustrate how teamwork and collaboration differ and how they are applied in each context.

3. Group Exercise (25 minutes).
 - Divide the participants into 4 groups.

Tip: When dividing participants into groups, ensure a mix of skill levels and experiences to foster diverse perspectives.

- Assign to each group one group exercise to be chosen among:
 - *Teamwork in an office working environment.*
 - *Collaboration in an office working environment.*
 - *Teamwork in manual/skilled*
 - *Teamwork in an autonomous job's environment.*
- For each exercise, provide clear instructions and a structured framework to guide the activity, for example set specific objectives, assign roles, and outline to participants how to present their findings.
- Ask participants to carry out one situation by defining the objective, defining team roles, division of tasks, collecting evidence of the findings/research/activity.

Ideas for situations (depending on the level of complexity):

- *How to structure a class for delivering a language course;*
- *How to carry out a job search in a given region;*

	- How to become an entrepreneur (beauty shop, hairdresser, mechanic etc); or how to engage in an e-commerce sales project; - How to engage with colleagues to organise a football match for kids in a sport association; 4. Discussion (10 minutes): - Facilitate an open discussion where each group presents their findings and shares their experiences. - Encourage participants to reflect on the exercise, discuss challenges faced, and suggest improvements. - Use prompts to guide the discussion, such as, “What role did communication play in your group’s success?” or “How did you handle conflicts or differing opinions?” 5. Closing (5 minutes) - Summarise the key takeaways from the workshop, highlighting the importance of both teamwork and collaboration in different work environments. - Provide participants with a brief evaluation form to gather feedback on the workshop and identify areas for improvement.
Method	Group dynamics and discussion.
Evaluation (questions)	- How well did the activity promote teamwork and collaboration among team members? - What did you learn about the importance of active listening in effective collaboration between team members? - How can you apply what you have learned in your daily life?
Links/ References	

Activity 2

Activity title	Marshmallow Spaghetti Tower
Topic	Teamwork and collaboration
Aim	To improve participants' ability to collaborate effectively among each other and develop teamwork dynamics and creative problem solving to achieve a common goal
Target group	Adults learners
Duration	40 minutes
Objective/ Learning objectives	• Improve participants' analysis and communication skills. • Promote the ability to lead a team through difficulties. • Foster collaboration and teamwork.
Needed materials	20 sticks of uncooked spaghetti, 1 roll of masking tape, 1 yard of string, and 1 marshmallow for every group For online setting: digital tool for video conferencing (e.g., Zoom, Microsoft Teams) and a collaborative platform for sharing documents and images (e.g., Google Docs, Miro).

Steps for implementation

STEPS FOR IMPLEMENTATION

- Divide the team into groups of 3-4 members.

Online setting: Use the breakout room feature in your video conferencing tool to divide participants into small groups of 3-4 members.

- Provide each group with a set of 20 sticks of uncooked spaghetti, 1 roll of masking tape, 1 yard of string, and 1 marshmallow.
- Each group appoints a leader that will present the strategy of the group to the trainer.
- Ask each group to build a tower as high as possible (15 minutes). Instructions: The marshmallow has to be at the very top of the spaghetti tower, and the whole structure has to stand on its own for five seconds.

Online setting: Each group will work in their breakout room to build their tower using the materials they gathered.

- After 15 minutes, ask each group's leader to explain how they built their tower and what challenges they faced during the process.

Online setting: After 15 minutes, bring all groups back to the main video conference room. Each group's leader presents their tower, explains the building strategy, and discusses the challenges faced. They can share photos or videos of their tower using screen sharing or by uploading to the collaborative platform.

- If the tower is not built or fell before the given time, the leader can discuss their strategy and adjustments made during the activity. Encourage them to share what changes were proposed and how they affected the outcome.
- Discuss how effective communication, trust among team members and the appointment of a team leader played a role in the success or failure of the tower building.

Online setting: Summarise key learnings about teamwork, leadership, and problem-solving in an online environment. Highlight any best practices and insights gained during the activity.

Method	This activity can be conducted using a participatory learning method, in which participants must work together to solve a problem. Furthermore, the activity requires one participant within the group to take a leadership role, giving instructions and encouraging team members. It is recommended that the facilitator provides clear instructions and allows participants to work independently to build their towers.
Evaluation (questions)	• What were the main difficulties encountered during the activity? • How did you work with the other participants to find a solution to the problem? • What strategies did you use to guide the other team members?
Links/ References	



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