

Teamwork

What is a team? One definition of a team is a group of people who believe in and are committed to the value of working together to achieve a common goal in a spirit of cooperation where information is shared and decisions are mutually decided upon. Teams accomplish goals which individuals cannot accomplish on their own.

What makes an effective team?

- ❖ A clear purpose
- ❖ Members that contribute
- ❖ Benefits for each member
- ❖ Members willing to work together
- ❖ Time to do the job

Two major functions of a team

1. To ensure the purpose of the team is accomplished.
2. To attend to the relationships within the team.

Four Team Stages

Teams go through various stages.

Stage One: **FORMING**

- ❖ Team members first come together, perhaps excited but unclear about the task.
- ❖ Important for the leader to clarify the purpose, goals, and objectives of the team now.
- ❖ Members will want to know what they will be doing and what is expected from them.
- ❖ Defining team members' roles is also critical at this stage. Team leadership should be focused on clarifying these issues.

Stage Two: **STORMING**

- ❖ Called Storming because that's what happens.
- ❖ Second stage is the real challenge for leaders.
- ❖ The goal may seem impossible and/or people are not working together.
- ❖ Teams often have conflicts or disband altogether at this stage.
- ❖ Team should focus and develop a clear purpose.
- ❖ Be aware of the relationships within the group. Perhaps people are still not clear on what they are to do or how to do their job.
- ❖ Leadership can help "coach" the group through this rough stage.

Stage Three: *NORMING*

- ❖ The group has finally figured out what it is they are going to do, how to do it, and how to work together.
- ❖ Members will be more accepting of one another and will start to see how to accomplish their goal.
- ❖ Everyone finally realizes they are all on the same track.
- ❖ Leadership at this stage - it is a matter of encouraging team members to keep going, to keep their focus and to work together.

Stage Four: *PERFORMING*

- ❖ The team is now a TEAM, working together and getting their job done.
- ❖ The leader at this point can back out because the team is now a functioning unit.
- ❖ If the team is not terminated, a possible final stage is *REFORMING* to determine new goals and/or perhaps new team members.

Assembling A Team

To assemble a team you first need to establish a general purpose. Identify people with a common interest and resources needed to do the job. After finding those people, contact them and invite them to the team. Be sure when you assemble the team you clarify the purpose, establish goals and objectives, clarify members' role, orient and train members. Always monitor the progress of the team.

Before terminating the team, recognize and reward the members for their accomplishments and end on a positive note. Thanking the participants for their involvement is especially important in a volunteer organization. It may be a common courtesy, but that small gesture will encourage them to participate again and contribute to another great TEAM.

We hope you enjoyed this activity and plan to share it with your club members.

i-LEaD Committee

This information was taken from the Leadership 2000 manual written by Dr. Janet Ayres.

TEAMWORK
2014 i-LEaD FALL DISTRICT MEETING PRESENTATION
PRESENTER INSTRUCTIONS

Thank you for agreeing to present the i-LEaD program on Teamwork at District meeting. Below is a tentative agenda to use for that presentation.

Before the presentation:

- Make sure people are seated in groups of 8-10 people. If they are at long tables, please ask them to group themselves into 8-10 people.
- Pass out the Sherlock questionnaire upside down telling them NOT to turn the sheet over until you tell them it is okay.

Begin the presentation:

- Explain to them that the i-LEaD topic for this year is Teamwork.
- You will start the presentation with an activity called Sherlock.
- Explain to them you will read the short story on Sherlock three times. Tell them to listen carefully.
- After three readings, you tell them to turn their paper over and quietly answer the questions. Do not repeat any part of the story or answer questions.
- Give them 3-5 minutes to answer the questions individually. Then ask them to discuss the questions with their group and answer them on the same sheet.
- After every group has answered the questions, read the correct answers to them. Ask them to tally their scores and see which score was better—the individual or the team score.

Discussion after scoring the questions

- Ask some of the groups to report on their scores and find out if working as a team they scored higher.
- Ask them if their individual scores differed a lot from their team scores.
- Ask them if there was a lot of discussion about the answers to the questions.

Final part of the program – Teamwork sheet

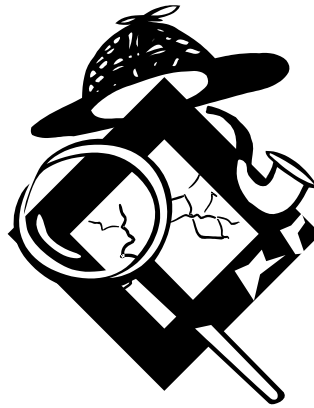
- Pass out the sheet on Teamwork.
- Briefly review the handout and highlight some of the points on the sheet.
- Finally, encourage them to read the handout at home and share the teamwork information with their club members.

SHERLOCK

A businessman had just turned off the light in the store when a man appeared and demanded money. The owner opened the cash register. The contents of the cash register were scooped up, and the man sped away. A member of the police force was notified promptly.

Presenter Instructions:

Tell your audience that you will be reading them a story, and you will repeat it 3 times. Read the story 3 times. Upon completion, do not answer any questions about the story. Instruct your audience to answer questions on the Story Statements page without discussing it with others.



TEAMWORK STATEMENTS ABOUT THE STORY

1. A man appeared after the owner had turned off the lights.	T	F	Unknown
2. The robber was a man.	T	F	Unknown
3. A man did not demand money.	T	F	Unknown
4. The man who opened the cash register was the owner.	T	F	Unknown
5. The store owner scooped up the contents of the cash register, he ran away.	T	F	Unknown
6. Someone opened the cash register.	T	F	Unknown
7. After the man who demanded the money scooped up the contents of the cash register, he ran away.	T	F	Unknown
8. While the cash register contained money, the story does not state how much.	T	F	Unknown
9. The robber demanded money of the owner.	T	F	Unknown
10. The story concerns a series of events in which only three persons are referred to: the owner of the store, a man who demanded money, and a member of the police force.	T	F	Unknown
11. The following events in the story are true: someone demanded money, a cash register was opened, its contents were scooped up, and a man dashed out of the store.	T	F	Unknown

Individual Score _____

Team Score _____

Average Individual Score in Team _____

TEAMWORK - STATEMENTS ABOUT THE STORY ANSWER KEY

1. A man appeared after the owner had turned off the lights.	T	F	Unknown
2. The robber was a man.	T	F	Unknown
3. A man did not demand money.	T	F	Unknown
4. The man who opened the cash register was the owner.	T	F	Unknown
5. The store owner scooped up the contents of the cash register, he ran away.	T	F	Unknown
6. Someone opened the cash register.	T	F	Unknown
7. After the man who demanded the money scooped up the contents of the cash register, he ran away.	T	F	Unknown
8. While the cash register contained money, the story does not state how much.	T	F	Unknown
9. The robber demanded money of the owner.	T	F	Unknown
10. The story concerns a series of events in which only three persons are referred to: the owner of the store, a man who demanded money, and a member of the police force.	T	F	Unknown
11. The following events in the story are true: someone demanded money, a cash register was opened, its contents were scooped up, and a man dashed out of the store.	T	F	Unknown

ANSWER KEY

1. False – A businessman turned off the light. We do not know if it was the owner.
2. Unknown – Does not say who scooped up the contents, or if they were actually stolen.
3. False – “A man appeared and demanded money”.
4. Unknown – Does not tell us that the owner is a man.
5. Unknown – Doesn’t say who scooped up the contents.
6. False – We know the owner opened the cash register.
7. Unknown – We do not know who scooped.
8. False – The story says contents of cash register. We do not know if it is money.
9. Unknown – The story doesn’t tell us of whom the money was demanded.
10. False – 4 persons are referred to: a businessman, man, owner, and member of police.
11. True