Validated Team UP Teamwork Skill Set

Teamwork Skills: A set of behaviours, that can be learnt, which provide the individual with the capability of working towards team goals whilst maintaining their own integrity.

**Project Planning**

- Electing and supporting a project leader
- Controlling and agreeing on team goals and objectives
- Defining and agreeing on quality standards for each part of the plan
- Contributing to the development of the plan
- Setting and agreeing realistic timescales for each part of the plan
- Agreeing to undertake a team role, to meet agreed quality standards and to complete on time
- Participating in changing the plan if contingencies arise
- Participating in role allocations based on individual skills and learning needs

**Facilitating the Contributions of Others**

- The actions ensuring the processes of team interactions are effective in progressing the project plan.
- Exchanging accurate, relevant information that can be understood and used by all members
- Taking turns at leading/contributing to team meeting
- Taking turns at keeping, and distributing, brief meeting minutes
- Leading and participating in team-building processes
- Establishing and maintaining team ground rules
- Ensuring that decisions are made in a timely manner
- Listening attentively to the person who is speaking
- Using an agreed signal and waiting to be called upon before speaking
- Participating in consensus-building discussions
- Inviting other team members to contribute
- Assisting team members if they are struggling to meet their requirements

**Managing Conflict**

- The actions preventing, recognizing, and/or addressing conflicts is a way to strengthen overall team communications and effectiveness.
- Minimizing unnecessary conflict by project planning and management
- Being appropriately assertive, not dominating, submissive, or passive-aggressive
- Balancing the desire to maintain social harmony with the need to address potential or actual conflict
- Approaching conflict with the aim to resolve it and maintain relationships
- Participating in activities aimed at turning conflict into learning
- Staying focused on the overall team goals
- Challenging team processes that are not conducive to the achievement of team goals
- Using timely and constructive feedback on the behaviour of others
- Being open to receiving, reflecting and acting on constructive feedback on own behaviour

**Contribution to the Team Project**

- The actions demonstrating that the team member has made a high-quality, individual contribution to the team project.
- Submitting assigned work at the agreed quality standard
- Submitting assigned work within the agreed timescales
- Appropriately distributing the work of others
- Working to integrate the output of team members into the project
- Demonstrating sufficient technological skills
- Demonstrating relevant content knowledge
- Adhering to appropriate academic standards
- Reducing the quality of the whole project and making needed changes

**Fostering a Team Climate**

- The actions fostering a sense of trust and inclusiveness for each team member.
- Exhibiting an open, polite and friendly manner
- Demonstrating self-awareness and emotional regulation
- Demonstrating sensitivity to the feelings of others (including interpersonal language)
- Actively contributing to team discussions
- Showing empathy without interrupting
- Co-operating with others when there's concern about their feelings or contribution
- Showing respect for the contributions of others (even if challenging or expressing disagreement)
- Expressing genuine praise and gratitude as a regular part of behaviour