

TRAINER'S MATERIALS

MODULE: COMMUNICATION AND CONFLICT RESOLUTION

TOPIC 3: TEAMWORK

TRAINER'S MANUAL OF THE TRAINING SESSION

DURATION OF THE SESSION: 120 MINUTES

Time	Table of content	How
5'	<p>Introduction to the training</p> <p>Presentation of the teacher and all students'</p> <p>Goal: To break the ice between the students and the teacher and to meet the peers</p>	<p><i>Presentation of the teacher saying his name / Development of the activity presentation.</i></p>
10'	<p>Topic presentation</p> <p>Teamwork</p> <p>Index and objectives</p> <p>Theoretical concept</p> <p>Resolve questions</p> <p><u>This is my friend:</u></p> <p>Time: 10'</p> <p>Material: Wool ball</p> <p>Objective: Integration of all participants into the group</p> <p>Description: The teacher tells the students to form a circle in the middle of the class.</p> <p>One begins by introducing the partner on the left with the formula "this is my friend X", when he says the name he raises his friend's hand in the air and says a characteristic of his friend; the game continues until everyone has been introduced.</p> <p>Solution: No fixed answer. By the end of the dynamic all will have presented.</p>	<p><i>Today we are going to talk about teamwork, its characteristics and how to encourage communication in teamwork, reading the module index and the objectives.</i></p>

<p>30'</p>	<p>Characteristics of teamwork</p> <p>Characteristics of teamwork</p> <p>Differences between teamwork and group work</p> <p>Advantages and disadvantages of teamwork</p> <p>Teamwork is recommended?</p> <p>Resolve questions</p> <p><u>The wrong message</u></p> <p>Time:</p> <p>Material: None.</p> <p>Objective: Know the importance of good communication between colleagues.</p> <p>Description: The group is divided into two teams (you can also make one group in a circle). The first in line (or in the circle) is given a message in the ear so that he can transmit it to the rest of the group in secret correctly, one at a time. Then the last person in each row (or circle) is asked aloud what message was communicated. He then confronts himself with the real message conveyed.</p> <p>Solution: There is no right solution, as the activity is designed so that there is no real answer.</p>	<p><i>Let's explain the different characteristics of teamwork, how it differs from group work and the advantages and disadvantages of teamwork.</i></p>
<p>30'</p>	<p>Steps to create an efficient team</p> <p>What is a cohesive and efficient team?</p> <p>Steps to create an efficient team</p> <p>Roles team</p> <p>Person qualities</p> <p>Resolve questions</p> <p><u>Our prejudices</u></p> <p>Time:</p> <p>Material: Ribbons of cardboard, marker and cellophane</p> <p>Objective: Analyzing how stereotypes influence in the communication</p>	<p><i>It is explained that it is an efficient and cohesive team, as well as the steps necessary to achieve it. It also describes what qualities a person should have to work as a team and what roles can be found in a team.</i></p>

	<p>Description: The teacher prepares ribbons to place around the head various stereotypes: "flirt", "annoying", "smart", "responsible" ...</p> <p>The animator places the ribbons at forehead level without being seen by the person to whom they are attached. Once all the people have the tapes on, a topic is proposed for discussion. Each person will treat the other people, during the discussion, based on what the stereotype they see on their forehead means to them. You don't have to say openly what it says, but treat that person with the idea you have of a person who responds to that "label".</p> <p>Solution: No specific solution.</p> <p><u>The messages:</u></p> <p>Time:</p> <p>Material: cards or press clippings with texts to be transmitted, paper and pen.</p> <p>Objective: Value the importance of minimum conditions for communication to be possible. Encourage cooperative behaviour.</p> <p>Description: The teacher divides the class into 4 groups that are located at the ends of the class. Each group chooses a representative. This representative is placed behind the opposite group. Each representative is given a message to convey to their group. At a signal, the 4 representatives send their message. The more they shout, the better. The first group to transcribe the message wins.</p> <p>The messages can be pieces of text, and the game ends when each subgroup recites the original text.</p> <p>Solution: The group must copy the entire message transmitted to them by the representative.</p>	
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40'	<p>Communicarion in the teamwork</p> <p>Minimum requirements for communication</p> <p>Group techniques</p> <p>Brainstorming</p> <p>Group discussion</p> <p>The six hats</p> <p>Resolve questions</p> <p><u>The most important thing in the world is...</u></p> <p>Time:</p> <p>Material: Paper and pen</p> <p>Objective: To encourage the free expression of ideas and to develop creativity</p> <p>Description: The class will be divided into groups of two or three people. Each group will write five names of objects on pieces of paper. All the papers are collected and one member of each group will choose a paper blindly. Then each group should think about why that object, the one written on the paper, is the best invention of mankind. Once they have established the reasons, one member of the group will confront another member of another group to defend the importance of their object. The other group members can help when their representative needs it.</p> <p>Solution: Free solution. Students will learn to reason from the most absurd ideas.</p> <p><u>Finish the story</u></p> <p>Time:</p> <p>Materials: Pen and paper.</p> <p>Objective: Encourage teamwork, creativity and participation.</p>	<p><i>Communication is vital for the good development of teamwork, so we will work on what is the minimum to have a good communication in the team and what techniques can be used to improve it</i></p>
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	<p>Description: The teacher divides the class into equal groups and places them in different parts of the classroom. Then the teacher tells a story, such as: "There were some friends planning their summer vacation, so they decided to meet for a snack at the house of one of them. So..."</p> <p>From this point on, each group must continue the story, which must have an ending according to what the teacher establishes (happy ending, sad ending, open ending, dramatic twist, tragic ending...). The first group to finish the story will expose it in front of the whole class.</p> <p>Solution: Free solution.</p> <p><u>The six hats</u></p> <p>Time:</p> <p>Materials: Colored hats. paper and pen</p> <p>Objective: Facing a problem from different perspectives.</p> <p>Description: The teacher divides the students into groups of 6 people. Each group will distribute the hats among the members of the group. The teacher will explain a problem, for example: "We are a small company located in a village for the last 10 years, but we are growing and want to establish ourselves in a larger office in the next town. Is this a good idea?"</p> <p>Some facts to consider:</p> <ul style="list-style-type: none"> - The price of the offices in the city. - Availability of offices in the city. - Most of the employees currently live in the city. - Need to hire security for the offices. - Restaurants near the city. <p>Each group should face this problem, each member according to his or her own hat, and find a reasoned solution to the problem.</p> <p>Solution: The solution is free. Each group must reason out the solution to the problem from different perspectives.</p>	
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5'	Summary of the session Summary of the entire session.	<i>To end the session, we will summarize everything seen in the module.</i>