

TU/e SkillsLab Assessment: Teamwork Skills

1. Introduction Teamwork Skills

When I work in a team I usually..

enjoy it. do not enjoy it.

The last time I worked in a team, we worked together on:

The last time I worked in a team, the team was made up of the following people/roles:

The last time I worked in a team, this is what went well:

The last time I worked in a team, this is what could have been better:

I benefit most from these tips/exercises/etc. on teamwork:

2. Active Listening

Active listening is the art of listening carefully to your group members and to summarize the main idea of what was said and to make sure you understood what was said and that every group member is on the same page.

What aspects do you think that are important in listening to your team members? Name at least three.

- 1.
- 2.
- 3.

When do you have the feeling that the other members of the team actively listen to what you say? And when not?

If I am with my group,

I seldom hear what the group is talking about and cannot summarize it.

3. Communication

Communication skills consist of being able to express your own ideas and opinions, to deal with the opinions of other group members and ask them critical questions. On top of that you should be able to inform your team members about your progression where it is the group work concerned.

In the last team you worked in, about what things (work related) did you and your team communicate?

Were there topics that you did not talk about, which you think you should have talked about?

If group members share their opinion, ideas or progress I,

seldom ask any questions.

My group members are

not aware of my progress since I do not tell them about it.

How often do you share your own opinion?

I seldom give my own opinion, I always follow the opinion of others.

If other group members share their opinion,

I seldom take this into account.

When I share my ideas I

cannot explain the essence of my idea and I cannot answer questions.

4. Providing and receiving feedback

Giving and receiving feedback professionally means that you are able to provide your peers with constructive and justified feedback. At the same time you can handle feedback professionally since you do not see it as a personal attack, and you implement the given feedback in your work behavior.

When was the last time you exchanged feedback with fellow students?

What was the last feedback you exchanged?

If I receive criticism, I

become angry or indifferent.

If the criticism that I receive is justified, I

seldom alter my behavior or work.

To the members of my group I

seldom provide constructive feedback about their behavior and/or work.

I provide feedback, I

seldom use the rules for feedback.

5. Different roles

Acquiring this skills means you have the knowledge of the different roles and tasks that you come across in a team. You are able to deviate from your natural role to the demands of the group. You are capable to carry out the tasks that make up each and every role within a team, such as the minute taker and chairman.

In the last team you worked in, what role did you fulfill?

What did you enjoy and what did you not enjoy about this role?

I am aware of

only one group role and its associated tasks.

I am

not able to sense what role I should perform within a team and I am not aware how to adapt different roles.

How often do you take the role of the minute taker during a meeting?

I seldom take notes during meetings, if I take notes I occasionally miss important discussions or conclusions.

How often do you lead a meeting?

I seldom lead meetings and I have difficulties in structuring a meeting.

6. Collaboration

A good team atmosphere can enhance people's team working skills and lead to a better team product. Collaboration is the skill to encourage the team atmosphere and to make teamwork enjoyable for every team member.

Think of the last team you worked with. When was the atmosphere at best and when was it at worst?

What do you think caused the good or bad atmosphere within your team?

In a group, I find it

difficult to get along with others and I do not enjoy working in a team.

The group atmosphere is

not really important to me.

7. Taking responsibility

Responsibility means that you honor the agreements that are made that you deliver the correct work at the right time and that you show initiative. Because you feel responsible for the group result, you contribute to the result as good as you can.

In the last team you worked in, what were the team agreements?

What was your responsibility within that team?

If we make agreements with the team,

I do not always honor them.

The tasks that I have to do

are not finished on time or do not meet the set requirements.

The group result

does not feel as my responsibility.

If something has to be done,

I will only do it if I am asked to.

8. Standing up for yourself

Being assertive in a group means that you are not afraid to speak your mind and that you are willing to defend your opinion within a group, without hurting the feelings of others or being stubborn.

In the last team you worked in, did you have the feeling that you could share your opinion?

How did you share your opinion?

To what extent do you adopt a position in your team?

I only adopt a position once I have spoken to the other members of the group first.

9. Participation in meetings & discussions

In order to have effective meetings and discussions, you prepare yourself before the meeting and you participate actively during the meeting.

When would you think of a meeting as effective or successful?

How do you prepare for a meeting?

If I have to attend to a meeting, I

seldom prepare for the meeting.

During the meeting I

usually keep a low profile.

10. Problem solving

Problem solving skills are the ability to identify problems that might arise in group work, to make them discussable and actively try to solve them as a group. As a problem solver you are willing to help and solve a problem regardless whose responsibility it is and you are not afraid to ask your colleges for help.

In your last team work, did you have to deal with any problems or difficulties?

What was your contribution in solving this problem?

If a problem occurs during my team work, I

try to make others solve it.

I experience a problem within my tasks, I

will keep it to myself.

11. Dealing with conflicts

Dealing with conflicts is the ability to approach conflicts from a professional point of view rather than taking things personally. Key is to find and talk about a solution which is best for the whole group and for each and every team member, because the needs of the many out way the needs of the few.

Have you ever had to deal with conflicts within a team?

What needed to happen for this conflict to be solved?

If other members of my team are in conflict, I

try to stay out of it.

When I sense a conflict or a fierce debate I,

tend to get uncomfortable, since I dislike the negative atmosphere around it.

12. Decision making

Making decisions with a team in a professional manner means that you are aware of the different decision methods and to recognize which method is best suited for each situation. Thereby you should be able to steer your team towards making the decision, instead of postponing it.

In your last team work, what was the most important or difficult decision that had to be made?

What method did you use to make this decision?

When group decisions are made, I

keep a low profile.

13. Your total score is:

14. Score Interpretation

Score	Comment
28-48	<p><i>Your teamwork skills are scaled at level 1.</i></p> <p>You need to improve your teamwork skills urgently. If you want to be effective in a team, you must learn how to communicate with your team members and how to honor agreements. Now is the time to start developing these skills to increase your team's and your own success. Use SkillsLab for tips and tools to improve your team work skills. Below you can read some suggestions on what to look for on SkillsLab.</p>
49-69	<p><i>Your teamwork skills are scaled at level 2.</i></p> <p>Your teamwork skills are moderate. Not everybody in your team sees your contributions to the results. It is likely that sometimes you miss deadlines or that you find it difficult to show initiative. Use the tips and tools on SkillsLab to become more effective as a team member, so that your team members will appreciate your contributions to the result. Below you can read some suggestions on what to look for on SkillsLab.</p>
70-90	<p><i>Your teamwork skills are scaled at level 3.</i></p> <p>You are on your way to becoming a good team member. You are doing some things really well, and these are likely the things you feel comfortable with. Now it is time to work on the skills that you have been avoiding. Focus on the areas where your score is low, and use the tips and tools on SkillsLab to figure out what you can do to make the improvements you need. Below you can read some suggestions on what to look for on SkillsLab.</p>
91-112	<p><i>Your teamwork skills are scaled at level 4.</i></p> <p>You are doing a great job as a team member. Now you should concentrate on improving your teamwork skills even further. In what areas did you score a bit low? That is where you can develop improvement goals. Also, think about how you can take advantage of these skills to reach your other goals. Below you can read some suggestions on what to look for on SkillsLab</p>

