

Collaboration & Teamwork

Unlike in academics, there are virtually no industries where single individuals work alone on a project. Working with clients, colleagues and other departments at your job are all key components of a successful business.

Most work is done as a team and each member has a different job to do in order to produce the final product.

This means that everyone has input, and is expected to contribute to the success of a project.

One key tip for collaborative work is that for every concern or criticism you voice, you offer a possible solution to improve the problem.

Essential Skills: Teamwork, Tolerance & Patience

4 Exemplary	3 Accomplished	2 Developing	1 Emerging
<input type="checkbox"/> Builds and maintains effective collaborative working relationships with others.	<input type="checkbox"/> Builds effective collaborative working relationships with colleagues & customers.	<input type="checkbox"/> Participates in collaborative working relationships with colleagues & customers.	<input type="checkbox"/> Does not participate in effective collaborative working relationships with others.
<input type="checkbox"/> Enhances their work by drawing on the variety of experiences and backgrounds of the team.	<input type="checkbox"/> Is able to learn from and work collaboratively with diverse teams with diverse backgrounds.	<input type="checkbox"/> Struggles to work collaboratively with diverse teams with diverse backgrounds.	<input type="checkbox"/> Is intolerant or unable to work collaboratively with diverse teams with diverse backgrounds.
<input type="checkbox"/> Contributes smoothly and appropriately to the team effort.	<input type="checkbox"/> Contributes appropriately to the team effort.	<input type="checkbox"/> Struggles to contribute appropriately to the team effort.	<input type="checkbox"/> Does not contribute appropriately to the team effort.
<input type="checkbox"/> Proactively negotiates and manages conflict.	<input type="checkbox"/> Negotiates & manages conflict.	<input type="checkbox"/> Attempts to negotiate & manage conflict.	<input type="checkbox"/> Creates conflict.
<input type="checkbox"/> Uses technology to support and improve on collaboration.	<input type="checkbox"/> Uses technology to support collaboration.	<input type="checkbox"/> Minimal use of technology to support collaboration.	<input type="checkbox"/> Does not use collaborative technology or uses technology inappropriately.



Industry Desired Collaboration & Teamwork Outcomes:	Model Assignments
Builds effective collaborative working relationships with colleagues and customers.	<u>Sharing the Work</u> Students practice collaboration and teamwork using a Jigsaw activity to solve a problem and research efficiently. Additional Examples of Collaboration & Teamwork Assignments <ul style="list-style-type: none"> ● Extended group project. ● JigSaw activities ● Debates
Is able to work with diverse teams.	
Contributes appropriately to the team effort.	
Negotiates & manages conflict.	
Learns from and works collaboratively with individuals representing diverse cultures, ethnicities, ages, gender, religions, lifestyle & viewpoints.	
Uses technology to support collaboration.	

Collaboration & Teamwork: Additional Resources	
Junior Achievement JA Career Success Program	
JA Career Success: Session Three: Collaboration and Creativity	
SB1070 Career Pathways: www.CareerAcademics.org CareerReady! Developing Collaboration	
San Diego Workforce Partnership: http://workforce.org/connect2careers Human Taco Jigsaw Tool	
The New World of Work: http://www.newworldofwork.org/21st-century-skills/ The New World of Work Collaboration Overview Video The New World of Work Collaboration Assessment Video The New World of Work Diversity Awareness Overview Video The New World of Work Diversity Awareness Assessment Video The New World of Work Empathy Overview Video The New World of Work Empathy Assessment Video	
<u>The New World of Work: Lesson 1: Team Building:</u> <ul style="list-style-type: none"> ● Team Development Handout and Zig Zag Model Handout ● Instructional PowerPoint <u>The New World of Work: Lesson 2: Transformational Leadership:</u> <ul style="list-style-type: none"> ● Situational Leadership Handout and Transformational Leadership Handout ● Transformational Leadership Video: https://www.youtube.com/watch?v=60020H7mHys <u>The New World of Work: Lesson 1: Gender and Culture:</u> <ul style="list-style-type: none"> ● McKinsey Institute video accessed at: www.mckinsey.com/features/women_matter ● Instructional PowerPoint <u>The New World of Work: Lesson 1: Mirroring:</u> <ul style="list-style-type: none"> ● Instructional PowerPoint 	<u>The New World of Work: Lesson 2: Disabilities, Diversity, Multi-Generations:</u> <ul style="list-style-type: none"> ● Social/Diversity Awareness Reference Guide Handout ● How Millennial Are You Quiz: http://www.pewresearch.org/quiz/how_millennial-are-you/ ● DC.gov Presentation: http://dds.dc.gov/page/diversity-in-the-workplace ● What Kind of Asian Are You? Funny or Die Video https://www.youtube.com/watch?v=DWynJkN5HbQ <u>The New World of Work: Lesson 2: Give & Take:</u> <ul style="list-style-type: none"> ● Giver/Taker/Matcher Worksheet ● 10 Minutes: Adam Grant: What Makes a Successful Giver in the Workplace-Empathy and Compassion in Society 2013 https://www.youtube.com/watch?v=hNIRsV9-p-8

