Instructor’s Guide for Teams

Topic Area: Collaboration

Module: Teams

Case Study: Teaming for Success

Summary: It is the beginning of the school year in the small town of Westview, and the local middle school is gearing up for a year of success. Each grade level practices teaming, and in the past there has been some confusion. This year the principal addresses the concerns about teaming by providing various tools to aid the direction of teams that should have a positive impact on student learning.

Characters and Roles:
- Principal
- Ms. Williams, facilitator
- Mr. Robins, encourager
- Ms. Schick, observer
- Mr. Wells, timekeeper
- Ms. Davids, team member
- Mr. Woodlove, jargon-buster
- Ms. Compton, recorder

Tools:
- Managing Meetings from Teambuilding/Teaming Activities
- Personal Style Activity

Artifacts:
- Stages of Team Development
- Team Member Roles
- Survey: What Stage is Your Team In?
- Card for Teaming Activity
- Agenda

Web Sites:
- [www.co-operation.orgedtech.kennesaw.edu/intech.cooperativelearning.html](http://www.co-operation.orgedtech.kennesaw.edu/intech.cooperativelearning.html)

Discussion Points:
- What are the pros and cons of having specific jobs as members of a team?
- How often should jobs change?
- Should the jobs be assigned, or should people have an opportunity to volunteer for specific ones?
- What are the advantages and disadvantages of teaming in a school setting?
• Could the concept of teaming be transferred to the classroom, and if so, what subjects, grade levels, etc.?
• What would be the value of teaming in a classroom?

Activities:
• Roleplay a meeting where participants have specific jobs.
• Present the idea of teaming to a group of people and facilitate the process for several meetings.

Reflective Question: Scene 3, Question 2 – How does tardiness affect teaming?
Tardiness can have a negative impact on teaming. If a member of the team is habitually late to meetings, he/she conveys a variety of messages to the group. First of all, he/she might not be as committed to the purpose of the meeting as the others. Secondly, he/she might not feel valued by the group. Thirdly, he/she might not have enough respect for the other people to arrive on time. Finally, he/she might have found in past meetings that they never start on time, so there is no problem with arriving late. It is important to try to determine the reason a particular person is never on time, and work together as a team to improve the situation.

Connections:
• Topic Area: Collaboration; Module: Problem Solving
• Topic Area: Collaboration; Module: School Wide Program Development