Teamwork

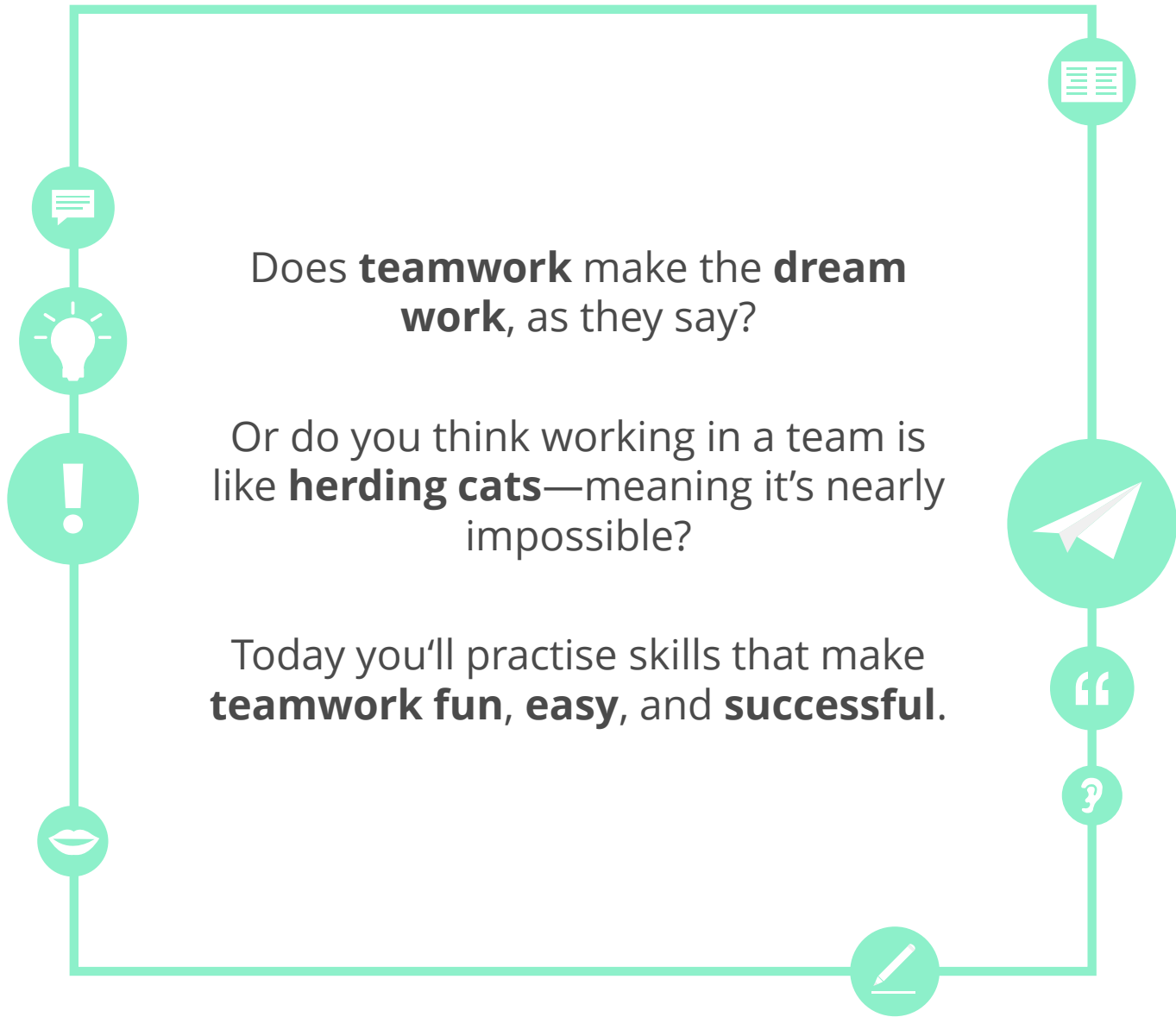| LEVEL	NUMBER	LANGUAGE
Intermediate	EN_BE_3108X	English

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Goals

Can evaluate and discuss various strategies involved in working as a team.

Can write a team progress report and talk in detail about projects and schedules.

Does **teamwork** make the **dream work**, as they say?

Or do you think working in a team is like **herding cats**—meaning it's nearly impossible?

Today you'll practise skills that make **teamwork fun**, **easy**, and **successful**.

Preview and warm-up

- Nearly everyone will work with a team at some point in their career.
- What teams have you been a part of in your working life? What have been **positive and negative** aspects of teamwork for you?

As they say, there's no I in T-E-A-M.

Vocabulary

|	
partnership	To have a **partnership** or to work in **partnership** means to be associated with another person, group, or company.
harmony	**Harmony** is a state of being peaceful and functioning well.
unity	In a team setting, **unity** means you are not divided, but rather are working together.
combined effort	When everyone does their part to make a project successful, we say it was a **combined effort**.
synergy	**Synergy** occurs when different parties work together for a shared goal.
pulling together	When a team **pulls together**, that means they channel their energy and skills towards one specific goal.

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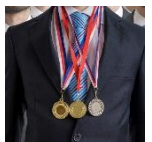
intention

ambition

Ambition is a **broader term** that means **having a desire to achieve**.
Intention is the more specific idea. Your **intention** is what you would **specifically like to achieve**.

I entered the publishing world with lots of **ambition**. I soon made it my **intention** to become a non-fiction editor by the time I was 30.

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alliance

An **alliance** is a type of **partnership** designed to **further common interests** or to **work against** a **common enemy**.

Universities and pharmaceutical companies have formed an **alliance** to develop more effective cancer treatments.

Fill in the gaps with the word that fits best

Your manager is really motivated and positive.
Below are some selections from his weekly motivational emails.
Complete the sentences with the word that fits best.

1. By _____, we can get this project done, although we only have a few days!

2. It was a _____ that helped us win the big innovation prize this year. Everyone else helped us succeed.

3. I am grateful for the _____ of our team. It is great to see everyone working towards the same goal.

4. My _____ for the week is to contact at least five new potential partners by Wednesday. I'm going to focus on this early in the week. What will you focus on?

5. We had some conflict last week, but I'm glad we talked about it and solved the problems. Now it seems like our team is in _____ once again.

intention

harmony

combined effort

unity

pulling together

Match the word to the description that fits best

1. alliance	2. partnership	3. synergy	4. ambition

A Josephine knows that she wants to succeed. She works extremely hard and has met every important person in her company. She wants to be a vice president in the company by the time she is 35.

B Our university enjoys a partnership with a tech company that designs apps. Students have the chance to design and test their own apps or mobile games. The tech company sometimes buys the best one! They have also got a great reputation, and our students really benefit from this.

C I worked together with a graphic designer when I first started my magazine. This professional relationship grew and became a big part of my career.
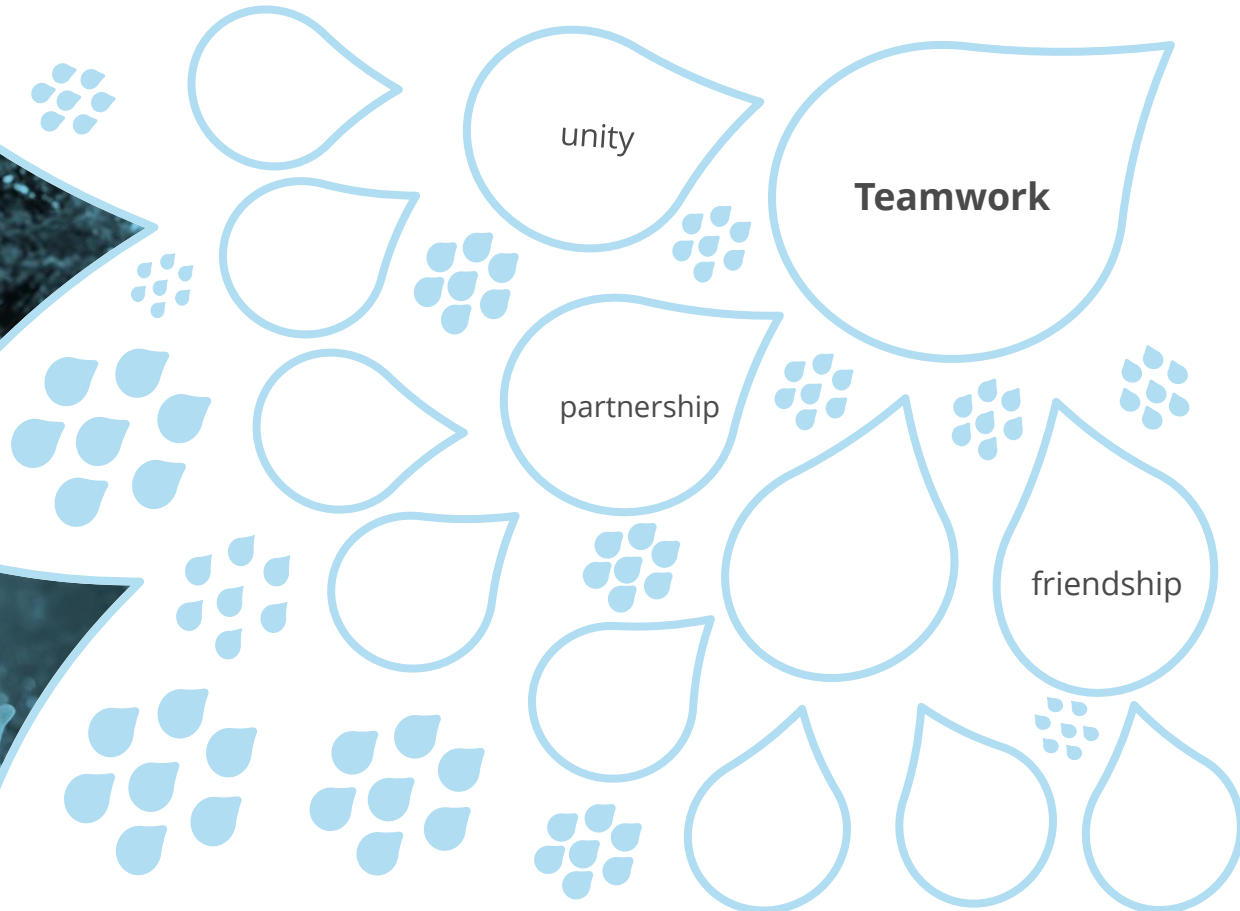
D The tourism and hotel industry have come together to oppose a big motorway that's being built. Hotels, restaurants, and leisure park owners are worried it will hurt business.

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Brainstorm

What leads to successful teamwork?
Discuss the qualities listed below and add your own ideas.

unity

Teamwork

partnership

friendship

Teamwork in your life

Reflect on the qualities of successful teams you discussed in the previous slide.

What successful and enjoyable teamwork experiences have you had?
What negative experiences have you had?

collective

This is something that is shared or done by a group. For example, a **collective decision** is one that everyone has discussed and agreed on.

We made a **collective decision** to submit our team's idea to the startup competition.

objective

An **objective** is another way of **describing** a **goal** or **milestone** you would like to reach. They tend to be **specific and measurable**.

His **objective** was to meet as many people as possible at the conference.

formulation of ideas

What are your objectives? Through the process of **formulating ideas**, your team can **brainstorm**, discuss ideas, ask questions, and clarify misunderstandings.

Allowing time for the **formulation of ideas** can bring out new ideas, clarify confusion, and ensure that everyone understands your goal.

We first met to **formulate ideas** about the new project.

During the **formulation of ideas** stage, we first had a big brainstorming session, then discussed the ideas that were most appealing. After choosing our top ideas and strategies, we agreed on some objectives.

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strategies for successful idea formulation

Below are a few strategies to make this a successful part of teamwork.

- **No judgement!** Encourage people to share their ideas. Dismissing someone's idea may mean they don't speak up in the future.
- **Compile creatively.** Find creative ways to get ideas flowing.
- **Take notes** and **keep track** of every idea.
- Stuck? **Take a break**, do something enjoyable, or even go outside. Good ideas can come at any time!

One way to compile ideas is to give everyone a few **notecards** and ask them to **anonymously submit** a few ideas.

setting goals for your team

When starting a new project, you should **identify the overall goals**, as well as the specific **objectives,** or smaller steps that help you achieve that goal.

You then need to **delegate**, which means assigning tasks to specific people or groups.

Make sure everyone is clear on the **goals**, **objectives** and **their own responsibilities.**

Our **goal** is to increase the number of applicants when we advertise for engineering positions.

Welcoming new employees

To: humanresources@sustainablecities.co.uk

Subject: Induction of new staff

Hi Team!

As you may know, Sustainable Cities has just hired 25 new engineers and project managers from around the world! The new staff will come to our headquarters next month for a three-day induction. We have been asked to develop an induction programme for them. They should leave with an understanding of our company and its culture. We also want to help them get to know people who work here, especially because most of them will be working remotely from around the globe. They also need to learn technical stuff like computer systems, billing, that kind of thing.

Let's meet on Monday at 9:00am to start talking about this!

Cheers, Paula

You work in the human resources department at Sustainable Cities, a firm that helps towns and cities become more environmentally friendly. Read the email from your manager above and complete the activities on the slides that follow.

Preparing for the meeting

Read the email from Paula on the previous slide.
She's asked you to lead the meeting, so you want to make sure you can clearly communicate during it. Complete the following steps.

Let's get to work!
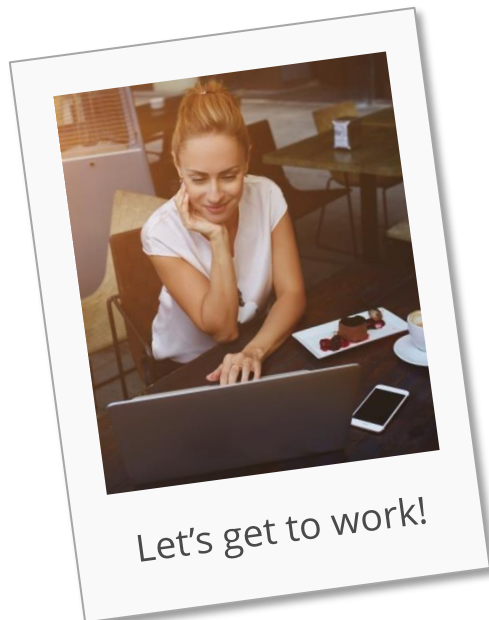
1 Briefly describe the goal of this new project. Make your team inspired to work.

2 Come up with three sample objectives and milestones.

3 The induction is happening in a month. Describe what the project schedule should be.

Brainstorming session

You ask your colleagues on the human resources team to submit ideas about making new staff feel welcome.

Add two of your own ideas, and then choose the three ideas you think are the best.

We should inspire them with a motivational speaker.

We could have an ice cream sundae bar!

We should...

We could...

We should make really good information booklets.

They could stay overnight with employees instead of at a hotel.

How about a sightseeing tour of our headquarters and the city?

Objectives and milestones

You've assigned two team members the task of organising hotels and transportation for all the new staff. They decide to draw up a plan for completing this task. Use bullet points and the prompts below to complete their plan.

Our goal is...
We want...

Our plan is...
First we will...

Vocabulary

to launch a project

Launching a project means to officially start something new.

implementation

Implementation is the process of putting something into practice.

to produce

To produce also means to put something into action or bring it into reality.

strategic

Being **strategic** means acting in a way that is useful or practical for achieving a goal.

SWOT analysis

A SWOT analysis helps your team identify the following:

- **Strengths** inside your organisation (like great talent or a unique product)
- **Weaknesses** inside your organisation (like employee turnover or low company morale)
- **Opportunities** external to your organisation (like demand for your services)
- **Threats** outside your organisation (like a powerful competitor)

Our team completes a **SWOT analysis** every year to keep up with trends and changes inside and outside our company.

progress report

Progress reports are designed to **honestly assess** your progress towards a goal.

- They should share what you have **accomplished** so far
- They should state what still **needs to be done**
- You should share any **challenges** or areas where more help is needed
- They can also be a chance to thank team members for their collective effort

The audience for a **progress report** might be your manager, your team, or your client. They may be formal or informal depending on what's requested.
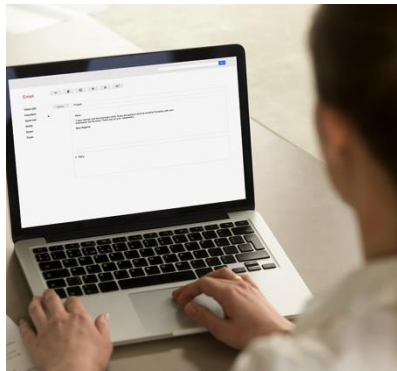
My boss wants a brief **progress report** on the implementation of our new online ordering system.

Progress reports

We met our first objective, which was to find a location for the sales conference.

Unfortunately, we have not been able to get a catering contract that is in our budget. This will be our top priority for next week.

We are well on our way to meeting our objectives.

Due to unexpected challenges, we need more time to fully implement the new service.

Progress Report: Getting ready for the new employees

To: Management: Sustainable Cities
From: IT Department **Subject:** Progress Report

Introduction:

The purpose of this report is to provide an update on our progress with inducting our new employees.

Progress:

As of Friday, we have created online accounts for all 25 new employees; six have not yet filled out their company profiles. We have also set up teleconference capabilities for each new employee.

Challenges:

Each employee will receive a smartphone from Sustainable Cities. Since they will work in different countries, getting phone contracts for each of them has been a significant challenge. This may also be more expensive than we expected.

Recommendations and next steps:

We would appreciate assistance with phone situation. Could someone from accounting take a look at the contracts we have so far?

The information technology department at Sustainable Cities has produced a progress report about new staff induction.
Read the report and answer the questions on the next slide.

True or false?

Identify which statements are true and correct the ones that are false.

The IT department have met all of their objectives.

The IT department's current goal is to get new company phones.

Getting smartphones for all the new employees may be cheaper than expected.

Six of the new employees have not completed their online profiles.

Progress report

Look back at slide 20, in which you drew up a plan to arrange hotels and transportation for 25 new employees from around the world.

Produce a brief progress report for your manager, highlighting what you've achieved and what still needs to be done.

progress

current challenges

next steps

You've created a SWOT analysis for your team at Sustainable Cities. Match the titles to the text that fits best.

1. **Strengths**   2. **Weaknesses**   3. **Opportunities**   4. **Threats**

A
- Sustainability is a growing trend.
- Cities are interested in implementing solutions that will make them more environmentally friendly.
- Increase in sustainability projects in the developing world.

B
- When the economy declines, sustainability becomes less of a priority.
- Growing competition from bigger firms.

C
- Our company is better at ideas and consulting, we don't produce any unique products.
- Many employees work remotely, which means they often feel disconnected from the company.

D
- International expertise with employees from all over the world.
- Language skills—our engineers and consultants speak over 15 different languages.
- High levels of team unity and harmony. Employees are generally happy.

Smile for the camera

Your team has been told to produce a video for the new members of staff. To help inspire all the new employees, you are asked to describe what makes a great team. Speak for one minute on this topic. Remember, this is for a video that will motivate your new co-workers!

- What makes a great team?
- How do good teams achieve their goals?
- What do you like best about working on a team?

Reflect on the goals

Go back to the second slide of the lesson and check
if you have achieved all the goals of the lesson.

yes

no

Reflect on this lesson

Think about everything you have seen in this lesson.
What were the most difficult activities or words? The easiest?

+ _____
_____

+ _____
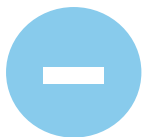_____

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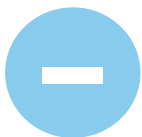
If you have time, go over
the most difficult slides again

Exercise p. 8
1. pulling together
2. combined effort
3. unity
4. intention
5. harmony

Exercise p. 9
1d, 2c, 3b, 4a

Exercise p. 26
1. False – the IT department is still working on getting phones for new employees.
2. False – their goal is to help orient new employees. Getting phones is an objective or milestone that will help them reach the goal.
3. False – it will be more expensive than expected.
4. True

Exercise p. 28
1d, 2c, 3a, 4b

Homework
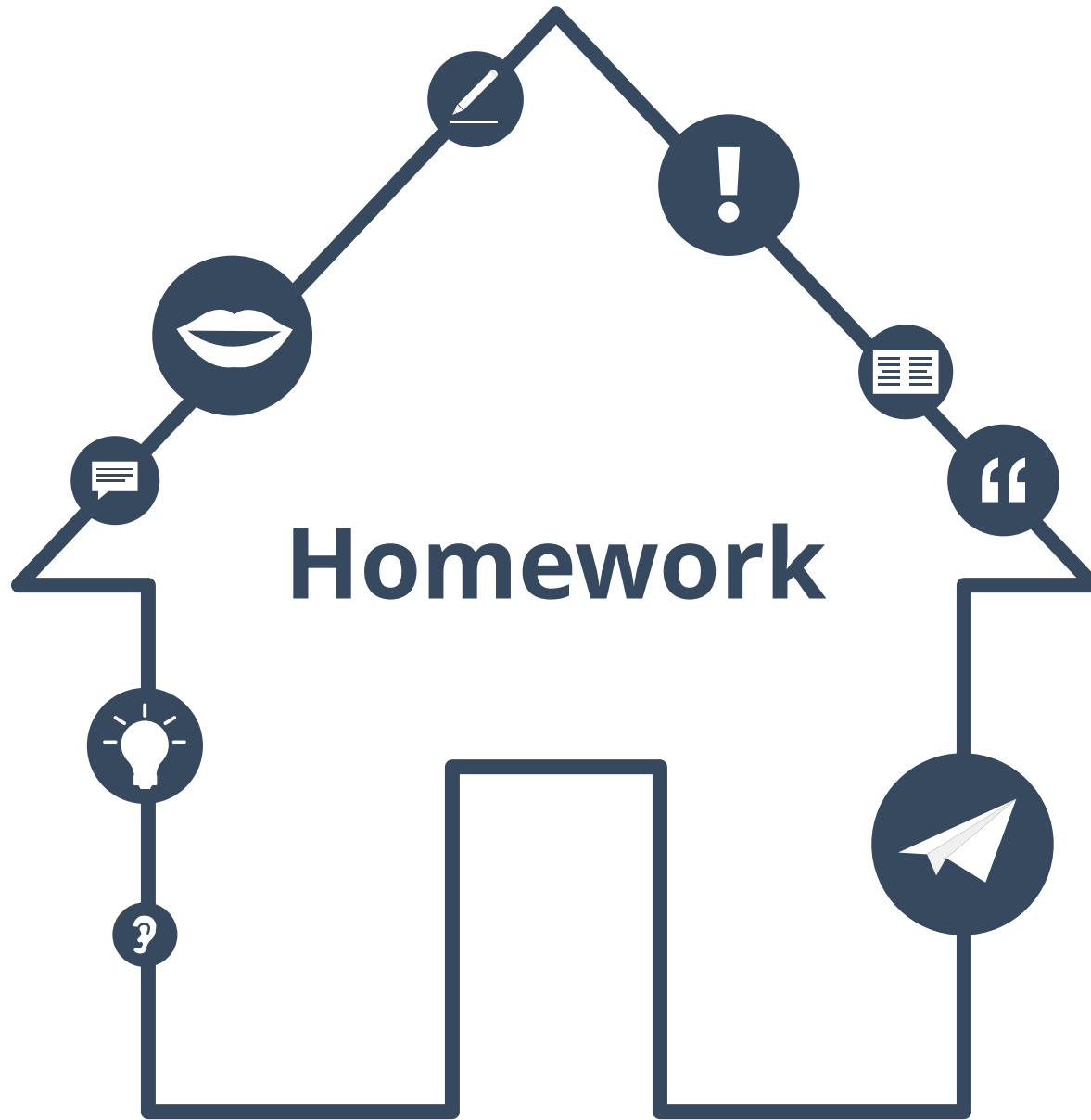
Match the word to the description or definition that fits best

1. Ambition

2. Collective

3. Intention

4. Objective

5. Implementation

6. Strategic

7. To draw up a plan

a. The process of turning an idea into reality

b. A strong desire to succeed

c. Something that is shared or done among many people

d. A specific goal or objective you would like to achieve, often in the short-term.

e. A step or milestone on the way to a bigger goal

f. To clarify steps and tasks necessary to reach an objective

g. Acting in a way that helps someone achieve their goals.

Project plan

Imagine that your manager has asked you and three colleagues to organise the annual company party, which will happen in three months. Use the prompts below to draw up a plan for this project. How will you organise the project and assign tasks?

schedule

goal

tasks to be delegated

objectives

what we need to succeed

ideas to make it great

Exercise p. 30
1b, 2c, 3d, 4e, 5a, 6g, 7f

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