

30162 Teams-Work Distribution Exercise

Total time ~60 minutes

Overview and purpose:

The 30162 Teams-Work Distribution Exercise is designed to bring visibility to the issue of how work gets assigned within a team. This is a corollary problem to team member performance explored in exercise 30161.

Student Learning Outcomes and Objectives

Prerequisites/Dependency

Prerequisites before this exercise:

Postrequisites after this exercise:

Recommended could follow this exercise:

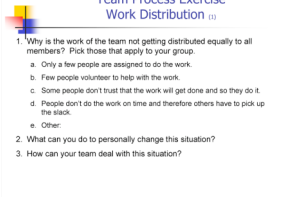
Instructional Materials



- 30162h1 Team Work Distribution
- 30160p1 Teams Process Slide Set

Equipment and Supplies

Room Setting

Source

Topic & Times	Instructor Notes: <i>30162 Teams-Work Distribution Exercise</i>	Thumbnail of handouts & flip charts
Set Up		
Completion of Individual Questions ~10 min	<p>Advance Slide: Team Process Exercise – Work Distribution (1) Distribute <u>30162h1: Teams-Work Distribution.</u></p> <p>Instruction:</p> <ul style="list-style-type: none"> ▪ Review the Questions in the Handout: <ul style="list-style-type: none"> ○ Why is the work of the team not getting distributed equally to all members? Pick those that apply to your group. <ul style="list-style-type: none"> ▪ Only a few people are assigned to do the work. ▪ Few people volunteer to help with the work. ▪ Some people don't trust that the work will get done and so they do it. ▪ People don't do the work on time and therefore others have to pick up the slack. ▪ Other: ○ What can you do to personally change this situation? ○ How can your team deal with this situation? ▪ Give students 5 minutes to complete. Query after 5 minutes for the level of completion and extend the time another 5 minutes as necessary. 	 <p>Team Process Exercise Work Distribution 10</p> <p>1. Why is the work of the team not getting distributed equally to all members? Pick those that apply to your group.</p> <ul style="list-style-type: none"> a. Only a few people are assigned to do the work. b. Few people volunteer to help with the work. c. Some people don't trust that the work will get done and so they do it. d. People don't do the work on time and therefore others have to pick up the slack. e. Other: <p>2. What can you do to personally change this situation?</p> <p>3. How can your team deal with this situation?</p>
Optional Review of Foundation Course Communication Material 5-15 minutes	<p>Instructor's Notes:</p> <p>Before advancing to Page 2 of the handout, consider taking a minute to remind students of the following concepts covered in the Communication section of the Foundation Course:</p> <ul style="list-style-type: none"> ○ The Conversation Meter ○ The Cycle of Value / Cycle of Waste ○ The Ladder of Listening <p>These slides are in the slide set.</p>	

Team Discussion ~30 minutes	<ul style="list-style-type: none"> ▪ Advance Slide: Team Process Exercise – Work Distribution (2) – first bullet ▪ Have student go to Page 2 of the 30162h1 handout ▪ Review the Process: <ul style="list-style-type: none"> ○ Each team goes through each question with each team member ○ Each team member writes down what the group had to say about their performance. ○ When the brainstorming/sharing concludes, each team member: <ul style="list-style-type: none"> ▪ Writes down what they learned ▪ Writes down what agreements they made, if any ▪ Allow 4-5 minutes per group member or about 20-30 minutes for this process to complete 	 <p>Team Process Exercise Work Distribution (2)</p> <p>Team Discussion:</p> <ol style="list-style-type: none"> 1. Go through each question and brainstorm <ol style="list-style-type: none"> a. Write down the group input to your answers 2. Write down your summary of the group discussion. <ol style="list-style-type: none"> a. What did you learn from the team discussion? b. What agreements did you make?
	Instructor's Notes: Be present and attentive to the groups as they begin to give feedback to team members about their performance. Intervene promptly and briefly if bio-reaction appears to be getting the upper hand with the goal to bring the bio-reaction to their attention but allowing the team members to resolve their situation if at all possible.	
Wrap up ~5 min	Advance Slide: Team Process Exercise – Work Distribution (2) – second bullet Instruction: <ul style="list-style-type: none"> ▪ When the groups have completed their processing. Promptly move them into completing Item 2 of the handout. Very briefly go over the instructions on the handout using the PPT as the visual cue. <ul style="list-style-type: none"> ○ Write down your summary of the group discussion: <ul style="list-style-type: none"> ▪ What did you learn? ▪ What agreements did you make? ▪ Set the timer for 5 minutes – ask if there are students still working on their answers; allow another 5 minutes for completion if required. END	 <p>Team Process Exercise Work Distribution (2)</p> <p>Team Discussion:</p> <ol style="list-style-type: none"> 1. Go through each question and brainstorm <ol style="list-style-type: none"> a. Write down the group input to your answers 2. Write down your summary of the group discussion. <ol style="list-style-type: none"> a. What did you learn from the team discussion? b. What agreements did you make?
Debrief	Consider doing a class brainstorm on what was learned, what was difficult in this exercise etc	