

SOFT SKILL: TEAMWORK LESSON PLAN

MYCAREERTECH.COM

LESSON SUMMARY

This lesson is meant to introduce and educate students on the soft skill, teamwork. Depending on the level of interaction and discussion with class participants, this lesson can last 45-55 minutes.

OBJECTIVE: Upon completion of these materials, students will know the importance of teamwork, the qualities and skills needed, and tips to help them improve.

MATERIALS AND RESOURCES NEEDED:

- Soft Skill: Teamwork Video
 - *Run Time: 15 minutes, 11 seconds*
- Student internet access for test

INSTRUCTIONAL VIDEO OUTLINE

- Introduction to Soft Skills
- What is teamwork?
- What is a team player?
- Team player qualities
 - Active listening
 - What is active listening?
 - Strategies to improve
 - Body language
 - Limit distractions
 - Listen to what's being said
 - Take notes
 - Wait for pauses
 - Integrity
 - What is integrity?
 - Strategies to improve
 - Tell the truth
 - Respect teammates
 - Be committed
 - Share the success
 - Be accountable
 - Be reliable
 - Self-awareness
 - What is self-awareness?
 - Strategies to improve
 - Meditate
 - Write down priorities
 - Take personality tests
 - Ask friends
 - Get feedback
- Enhancing teamwork skills
 - Observation
 - Participation
- Importance of teamwork and being a team player for your career

SOFT SKILL: TEAMWORK LESSON PLAN

MYCAREERTECH.COM

CLASS ACTIVITIES CONTINUED

Option 1: Class Discussion

- The instructor leads a class discussion asking students for real-life examples of when they've experienced good or poor team player qualities.
 - Qualities discussed could include listening, integrity, and/or self-awareness as discussed in the video.
 - Students can also expand the conversation and list other qualities not mentioned.
- In their example, students should list the qualities that were present or were lacking and explain why they contributed to good or poor teamwork.

Option 2: Video Observation

- The instructor shows the class a video from a tv show, movie, etc., showing a conversation between two people.
 - Students should observe and take notes on qualities that denote either good or bad listening, integrity, and/or self-awareness.
 - Ask students to list as many examples as they see, then have a class discussion about these qualities.

Option 3: Student Assignment

- The instructor assigns students the task of evaluating their teamwork experience.
 - First, ask students to provide a list of activities, organizations, or sports they have participated in within the last year where they have been part of a team.
 - Second, ask students to evaluate the overall teamwork that occurs or occurred in each. Was their good teamwork and did that help the success of the team or was there a lack of teamwork and how did that affect the team?
 - Third, ask students to evaluate their own role within the team: Are they being good team players? Where do they think they excel and where could they improve?

LESSON EVALUATION:

Students complete Soft Skill: Teamwork test on [MyCareerTech.com](https://www.mycareertech.com)