

“Just Get Here and Start Acting Like a Team”
(with thanks for the title to Becky Moore, parent on KY SCRIPT team)

Facilitators: Flo Thompson and Pam Winton

Objectives:

- ◆ Share strategies and resources for teaching about teamwork
- ◆ Share strategies and resources for enhancing team cohesion, collaboration and decision-making in real-life teams, including your Natural Allies team

Session Outline:

- I. “Team that you know and love” (Identifying factors that contribute to an effectively functioning team)
 - ◆ “Team Experiences” activity (“Exercise One” from Olson & Murphy, 1997) **[Handout]**
 - ◆ Factors identified in the research literature (Briggs, 1997) include: individual characteristics, group characteristics, situational factors, group process **[Handout]**
 - ◆ “Hopes and Concerns Activity” about your Natural Allies team experience
- II. “Getting to know you” (Strategies for building cohesion and collaboration among team members)
 - A. A collection of tools for identifying and appreciating individual differences in team style
 - ◆ Parker Team Player Survey (Xicom, 1991)
 - ◆ “Understanding Ourselves” (Olson & Murphy, 1999) **[Handout]**
 - ◆ Teaching Perspectives Inventory (Inventory is available at http://www.teachingperspectives.com/html/tpi_frames.htm.)
 - ◆ “Drs. Smalley and Trents’ Personality Inventory” using animal metaphors **[Handout]**
 - ◆ “Visual Metaphors for Fun Learning” (Western Region Faculty Institute for Training Outreach Project, 1996) **[Handout and activity]**
 - B. Reflection: Have you used any tools like these and how might these tools be useful in your teaching or with teams in your life or with your current Natural Allies team?

III. “Getting things done” (Strategies for resolving conflict, making decisions and taking action)

A. Techniques and information for facilitating discussions and ensuring that diverse perspectives are included

- ◆ A schematic for “Facilitating Sustainable Agreements” (Kaner, 1996) **[Handout]**
- ◆ “Decision Diamond” (Bloom, 2000)
- ◆ “Establishing team norms” (Olson & Murphy, 1997) **[Handout]**
- ◆ “How well do others conduct meetings and what can I do about it” **[Handout]**

B. Brainstorming techniques for making decisions

- ◆ Information on brainstorming techniques and strategies (Kaner, 1996) **[Handout]**
- ◆ Application of techniques to real-life situation (**Activity**)

Directions:

1. Follow the guidelines for brainstorming provided
2. Divide into small groups; choose a facilitator and a recorder
3. The facilitator asks if any group members are willing to share one of the challenges encountered working in a group or team identified earlier or one of the fears for Natural Allies team.
4. Facilitator will write down all ideas on flip chart
5. Choose one of the challenges for a group brainstorming session. Write the challenge on the top
6. Use “brain write/silent sort technique” to generate ideas from each group member for dealing with the challenge **[Handout]**
7. Prioritize the best solution by using one of the formats from “Selecting High Priority Items from a Long List” (Kaner, 1996) **[Handout]**
8. Goal setting and action planning (Olson & Murphy, 1997) **[Handout]**

IV. “Is our team effective?” (Strategies for evaluating and improving team effectiveness)

- ◆ “Discussing Difficult Dynamics” (Kaner, 1996) **[Handout]**
- ◆ “The Evaluation” (Olson & Murphy, 1997) **[Handout]**
- ◆ “Collaborative Teamwork Checklist” (University of Minnesota, Institute on Community Integration) **[Handout]**
- ◆ “Team Development Measure” (Olson & Murphy, 1997) **[Handout]**
- ◆ Tennis ball toss

V. “Story of the Goose” (**Video**, Eastern KY University)

VI. Application – Applications to real life teams and teaching – Think about what ideas you want to bring to your Natural Allies team

Resources:

American Academy of Pediatrics. Project Bridge: Decision-Making for early services. Elk Grove Village, IL

Bloom, Paula J. (2000). Circle of influence: Implementing shared decision making and participative management. Lake Forest, IL: New Horizons.

Briggs, M. (1997). Building early intervention teams: Working together for children and families. Gaithersburg, MD: Aspen Publishers.

Francis, D. & Young, D. (1992). Improving work groups. San Diego, CA: Jossey-Bass.

Garland, C., Frank, A., Buck, D., Seklemian, P. (1992). Skill inventory for teams. Norge, VA: Child Development Resources.

Kaner, S. (1996). Facilitator's guide to participatory decision-making. Gabriola Island, BC: New Society Publishers.

Parker, G. M. (1991). Parker Team Player Survey. Tuxedo, NY: XICOM.

Olson, J. & Murphy, C. (1997). Teaming: The key to collaboration. Moscow, ID: Idaho Center on Developmental Disabilities.

Thomas, K. & Kilmann, R. (1991). Thomas-Kilman Conflict Mode Instrument. Tuxedo, NY: Xicom.

Training Resource Center (1992). The story of the goose (Videotape). Richmond, KY: Eastern Kentucky University.

Western Regional Faculty Training Institute for Training Outreach Project. (1996). Fun, interactive learning activities for training in early intervention. Denver, CO: University of Colorado Health Sciences Center.