



Teamwork Skills for Undergraduate Students Materials

Course Structure

Teamwork Skills for Undergraduate Students consists of two parts, each of which comprises five sections. The sections are built in H5P Interactive Books and can be edited before embedding them into your Learning Management System. Details on [how to edit and reuse the H5P Interactive Books is available on the H5P Website](#). The sections are listed below with their respective links to the H5P Interactive Books.

Part 1 Introduction to Teamwork

- Section 0 [Introduction](#)
- Section 1 [Understanding Teamwork](#)
- Section 2 [Team Cohesion and Communication](#)
- Section 3 [Managing Team Projects](#)
- Section 4 [Working Through Challenges](#)

Part 2 Improving Teamwork

- Section 0 [Introduction](#)
- Section 1 [Managing Team Projects and Team Communication](#)
- Section 2 [Communication and Conflict in Teams](#)
- Section 3 [Giving and Receiving Feedback](#)
- Section 4 [Conclusion](#)

The course package includes guides for instructors who are adopting this course. There are also several places in the course where documents and videos can and should be linked/embedded in order to create a more cohesive and smooth experience for learners. All of these documents are listed in the next section and can be found in the *Teamwork Skills for Undergraduate Students, Part 1/Part 2 Course Documents* zip files (available on the VLS Collections site).



List of Documents and Downloadables

General

Documents

	Document Name	Add link to:	Link as:	Available formats	Package Folder
1.	Copyright and Licensing			[.pdf]	Documents
2.	VLS Teamwork Best Practices for Teams_Instructor Guide			[.pdf] [.docx]	Documents
3.	Navigation and Accessibility	Sec 0 Page 1/3 Introduction Sec 1 Page 1/6 Assess Your Prior Knowledge	[.pdf]	[.pdf] [.docx]	Documents

Part 1

Documents

	Document Name	Add link to:	Link as:	Available formats:	Package Folder
4.	VLS Teamwork Part 1 Content Links			[.pdf]	Part 1 Instructor Documents
5.	Teamwork Part 1 Image Sources			[.docx]	Part 1 Instructor Documents
6.	VLS Teamwork Part 1 Instructor Notes			[.pdf] [.docx]	Part 1 Instructor Documents
7.	Strategies for teams with an unresponsive teammate	Sec 4 Page 4/6, Slide 4/4 Perceptions and Behaviours	[.pdf]	[.pdf] [.docx]	Part 1 Course Documents
8.	Team Skills Audit VLS	Sec 3 Page 2/10 Team Skills Audit Sec 3 Page 8/10 Assignment: Team Skills Audit	[.docx]	[.docx]	Part 1 Course Documents



9.	Skill Action Verbs VLS	Sec 3 Page 2/10 Team Skills Audit Sec 3 Page 8/10 Assignment: Team Skills Audit	[.pdf]	[.pdf] [.docx]	Part 1 Course Documents
10.	Teamwork Contract VLS	Sec 3 Page 3/10 Team Contract Sec 3 Page 9/10 Assignment: Complete a Team Contract	[.docx]	[.docx]	Part 1 Course Documents
11.	Strategies for students who may struggle to finish work on time	Sec 4 Page 4/6 Strategies Slide 4/4 Other strategies	[.pdf]	[.pdf] [.docx]	Part 1 Course Documents

Videos

	Video Title/Transcript	Linked in:	Link as:	Available formats	Package Folder
1	Why Teamwork	Section 1, page 2/6	Video [embed] Transcript [.docx]	Video [download link] Transcript [.docx] Captions [.vtt]	Part 1 Course Documents > Videos
2	Effective Teamwork	Section 1, page 4/6	Video [embed] Transcript [.docx]	Video [download link] Transcript [.docx] Captions [.vtt]	Part 1 Course Documents > Videos
3	Managing Team Projects	Section 3, page 1/10	Video [embed] Transcript [.docx]	Video [download link] Transcript [.docx] Captions [.vtt]	Part 1 Course Documents > Videos
4	Team Skills Audit	Section 3, page 2/10	Video [embed] Transcript [.docx]	Video [download link] Transcript [.docx]	Part 1 Course



				Captions [.vtt]	Documents > Videos
5	Team Contract	Section 3, page 3/10	Video [embed] Transcript [.docx]	Video [download link] Transcript [.docx] Captions [.vtt]	Part 1 Course Documents > Videos
6	Ground Rules	Section 3, page 4/10	Video [embed] Transcript [.docx]	Video [download link] Transcript [.docx] Captions [.vtt]	Part 1 Course Documents > Videos
7	Team Roles	Section 3, page 5/10	Video [embed] Transcript [.docx]	Video [download link] Transcript [.docx] Captions [.vtt]	Part 1 Course Documents > Videos

Video download links, MyMedia

- [Why Teamwork](#) (in Sec 1 Page 2/6)
- [What is Effective Teamwork](#) (in Sec 1 Page 4/6)
- [Managing Team Projects](#) (in Sec 3 Page 1/10)
- [Team Skills Audit](#) (in Sec 3 Page 2/10)
- [Team Contract](#) (in Sec 3 Page 3/10)
- [Ground Rules](#) (in Sec 3 Page 4/10)
- [Team Roles](#) (in Sec 3 page 5/10)



Part 2

Documents

	Document Name	Link in:	Link as:	Formats available:	Package Folder
1.	Part 2 Content Links			[.pdf] [.docx]	Part 2 Instructor Documents
2.	Teamwork Part 2 Image Sources (.doc)			[.docx]	Part 2 Instructor Documents
3.	Part 2 Instructor Notes			[.pdf] [.docx]	Part 2 Instructor Documents
4.	Team SWOT template	Sec 1 Page 2/9 Team SWOT	[.docx]	[.docx]	Part 2 Course Documents
5.	Teamwork Contract VLS (Same as Part 1)	Sec 1 Page 2/9 Team SWOT Sec 1 Page 4/9 Project Management Software and Tools Sec 1 Page 4/9 Project Management Software and Tools Slide 5/5	[.docx]	[.docx]	Part 2 Course Documents
6.	Assigning Tasks and Setting Deadlines	Sec 1 Page 4/9 Project Management Software and Tools Slide 1/5	[.pdf]	[.pdf] [.docx]	Part 2 Course Documents
7.	Project Management Template VLS	Sec 1 Page 4/9 Project Management Software and Tools Slide 3/5			Part 2 Course Documents
8.	BET BEAR Take Away	Sec 3 Page 4/6 BET and BEAR Feedback Models	[.pdf]	[.pdf] [.docx]	Part 2 Course Documents



Videos

	Video Title/Transcript	Link in:	Link as:	Formats available	Package Folder
1	Introduction	Section 0, page 1/4	Video [embed] Transcript [.docx]	Video [download link] Transcript [.docx] Captions [.vtt]	Part 2 Course Documents > Videos
2	Team SWOT	Section 1, page 2/9	Video [embed] Transcript [.docx]	Video [download link] Transcript [.docx] Captions [.vtt]	Part 2 Course Documents > Videos
3	Leadership	Section 1, page 3/9	Video [embed] Transcript [.docx]	Video [download link] Transcript [.docx] Captions [.vtt]	Part 2 Course Documents > Videos
4	Introduction to Feedback	Section 3, page 1/6	Video [embed] Transcript [.docx]	Video [download link] Transcript [.docx] Captions [.vtt]	Part 2 Course Documents > Videos
5	Feedback vs Criticism	Section 3, page 2/6	Video [embed] Transcript [.docx]	Video [download link] Transcript [.docx] Captions [.vtt]	Part 2 Course Documents > Videos
6	Characteristics of Effective Feedback	Section 3, page 3/6	Video [embed] Transcript [.docx]	Video [download link] Transcript [.docx] Captions [.vtt]	Part 2 Course Documents > Videos

Video download links, MyMedia

- [Introduction](#) (in Sec 0 Page 1/4)
- [Team SWOT](#) (in Sec 1 Page 2/9)
- [Leadership](#) (in Sec 1 Page 3/9)



- [Introduction to Feedback](#) (in Sec 3 Page 1/6)
- [Feedback vs Criticism](#) (in Sec 3 Page 2/6)
- [Characteristics of Effective Feedback](#) (in Sec 3 Page 3/6)