



# 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]<br>[.docx] | Documents      |
| 3. | Navigation and Accessibility                           | <a href="#">Sec 0</a> Page 1/3 Introduction<br><a href="#">Sec 1</a> Page 1/6 Assess Your Prior Knowledge | [.pdf]   | [.pdf]<br>[.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]<br>[.docx]  | Part 1 Instructor Documents |
| 7. | Strategies for teams with an unresponsive teammate | <a href="#">Sec 4</a> Page 4/6, Slide 4/4 Perceptions and Behaviours   | [.pdf]   | [.pdf]<br>[.docx]  | Part 1 Course Documents     |
| 8. | Team Skills Audit VLS                              | <a href="#">Sec 3</a> Page 2/10 Team Skills Audit<br><a href="#">Sec 3</a> Page 8/10 Assignment: Team Skills Audit | [.docx]  | [.docx]            | Part 1 Course Documents     |



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

## Videos

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



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

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



## Videos

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