

WORKBOOK WORKSHOP 3

Facilitating Multidisciplinary Collaboration

Your Name: _____

1. Observing your teams & intervene when necessary

What is effective team behavior during this phase of collaboration? And how can your teams deviate from this “ideal”? I also give advice on how you can intervene when you decide it is necessary.

Instructions:

- Read the descriptions carefully
- When you decide it is time to intervene, highlight what you tried
- Afterwards jot down some quick thoughts on the effectiveness/usefulness/consequences of your intervention

Phase	High Performing Team description
Covers meetings 10-12	Effective teams in this stage are characterized by working on or ahead of schedule . Collectively, they structure and prioritize tasks, and teams reserve time and use strategies to integrate the different subtasks into the final products. All members engage in information exchange and elaboration such that all members have sufficient understanding of the different parts of the end products, they understand the choices that have been made and they engage in learning from each other. All members show responsibility for the team’s work.

NB: when things are going well in your team(s), don’t forget to cheer them on now and then!

Tutor team nr: _____

planning

integration

information
exchange

responsibility

My team deviates from that description in the following way	What you can do	Evaluation & reflection notes
<p>Team is behind on schedule; members are experiencing stress; some panic is visible.</p>	<p>You can offer help in getting a grip on the tasks that still need to be done. Collect all tasks, help the team to collectively prioritize tasks and to estimate how much time it will take to complete them.</p> <p>You can restructure tasks to make them less difficult or overwhelming.</p> <p>You can encourage collaboration on (specific/difficult/crucial) subtasks.</p> <p>Help to clarify who is responsible for which (sub)tasks</p>	
<p>Team is behind on schedule; members seem to be working independently of the rest (losing sight of the team's goals); communication fails (conflicts emerge or there is no communication at all)</p>	<p>See above.</p> <p>+ remind them of the importance of clear communication about task progress</p> <p>+ remind them of the team goal ("what do you want to achieve as a team?")</p> <p>+ know that time pressure/stress can cause some people to be irritable.</p> <p>When a member is being dismissive or misbehaving towards others, you can indicate that such behavior is counterproductive to the team ("I understand you are under pressure, however, this behavior is hurting the team).</p>	

<p>Team is not thinking about integrating tasks</p>	<p>You can remind them that integration is important for successful completion of the course.</p> <p>See also below.</p>	
<p>Team does not know how to integrate tasks</p>	<p>You can give suggestions such as:</p> <ul style="list-style-type: none"> *review and give feedback to each other's work *appoint one or two persons as editor(s) 	
<p>Team does not engage in information exchange and elaboration</p>	<p>You could encourage this by asking elaboration questions:</p> <p>"Can you explain to me why you chose for xyz?"</p> <p>"Can any one of you present the final product to the jury? Or would you need extra information?"</p>	

Plus, when you feel comfortable about it, you can of course use and share your own experience as a 4WBBO student regarding the issues highlighted above, to motivate your team(s) to move forward.

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