



BASIC APPAREL PRODUCTION

Level-I

Learning Guide-12

Unit of Competence: WORK WITH OTHERS

Module Title: Working with others

LG Code: IND BAP1 M04 LO1-LG-12 TTLM

Code: IND BAP1 M04 TTLM 0919v1

LO 1: Develop effective workplace relationship



Instruction Sheet

Learning Guide #1

This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics:

- Doing duties and responsibilities
- Seeking assistance from work groups
- Encouraging, acknowledging and acting feed back
- Respecting and acknowledging differences in personal values

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, **upon completion of this Learning Guide, you will be able to:**

- *Do Duties and responsibilities* in a positive manner to promote cooperation and good relationship
- Saw assistance from *workgroup* when difficulties arise and addressed through discussions
- *Provide Feedback* by others in the team is encouraged, acknowledged and acted upon
- Respect differences in personal values and beliefs are acknowledged in the development

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information “Sheet 1, Sheet 2, Sheet 3 and Sheet 4”.
4. Accomplish the “Self-check 1, Self-check t 2, Self-check 3 and Self-check 4” in **page -6, 9, 12 and 14** respectively.
5. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1, Operation Sheet 2 and Operation Sheet 3 ” in **page -15**.
6. Do the “LAP test” in **page – 16** (if you are ready).



Information Sheet-1	Doing duties and responsibilities
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1.1 Doing duties and responsibilities

Developing Effective Workplace Relations

Teams

A team is a group of people who are working together for a specific purpose. Often each person has a different skill that they bring to the group so that they complement each other and are able to complete a wide range of tasks. The team may consist of the entire business organization, a department or section, a group formed for a specific purpose which then disbands when the task is complete, or even a committee that meets every now and again. People are often members of a number of different teams at the same time.

Features and characteristics of successful teamwork include

- ✓ all members being committed to the goals of the team
- ✓ effective communication between team members so that each person understands what is expected of them
- ✓ each member co-operating with everyone and assisting others when they need help
- ✓ everyone being flexible with respect to the tasks they complete – the more multi skilled a team, the more work will be completed within the designated time frames
- ✓ sharing of ideas and everyone contributing to brainstorming activities, especially when problem solving
- ✓ everyone adopting a positive attitude
- ✓ People respecting differences in personal values and beliefs related to culture, religion and language.

For a team to be successful, responsibilities and duties must be undertaken in a positive manner to promote co-operation and good relationships. This can be achieved by following

- ✓ the requirements of your job description
- ✓ the goals and objectives of both the organization and the team in which you are working
- ✓ the organization's business plan
- ✓ the organization's supervision and accountability requirements
- ✓ legal requirements, such as Occupational, Health and Safety regulations
- ✓ anti-discrimination policy
- ✓ access and equity principles
- ✓ Ethical standards or industry Code of Conduct.

We all work with others in our daily working life to produce the products and services that we provide to our customers.

It is important to maintain happy relationships with all those people we work with to ensure that our work gets done efficiently, so that our customers receive the service they require.

What are the means to achieving 'Effective Workplace Relationships'?

- ✓ Collect, analyze and communicate information and ideas



- ✓ Develop trust and confidence
- ✓ Develop and maintain networks and relationships
- ✓ Manage difficulties into positive outcomes

1.1.1. Job description and employment arrangements

1.1.1 Duties and responsibilities to promote cooperation and good relation

Every workplace will have written procedures that list the organizations daily operating requirements. It is likely your workplace will have procedures or policies for legislated compliance requirements related to:-

- ❖ access and equity
- ❖ anti-discrimination
- ❖ ethical standards
- ❖ OHS
- ❖ employment agreements
- ❖ industrial awards
- ❖ industry and workplace codes of practice

It is essential that both professional and people working within the business operate within the legislated requirements. In addition to legislated requirements the business may have many other written plans, procedures or workplace instructions. These may include:-

- ❖ organizational values and behaviors
- ❖ work procedures and quality assurance manuals
- ❖ business and performance plans
- ❖ goals, objectives, plans, systems and processes
- ❖ quality and continuous improvement

So what do the legislated and other workplace plans and procedures mean to you? As a person who wants to participate effectively in your workplace, it means that you actively cooperate and demonstrate appropriate workplace attitudes and behavior that allow the workplace to meet compliance and work policy requirements

1.1.2. Organizational structures

Developing Good Relationships

These guidelines will help you to develop good working relationships:

- ✓ Treat other workers with the respect you expect - they are professionals as well
- ✓ Carry out your work and responsibilities in the correct way so that others work will not be affected
- ✓ Assist colleagues, supervisors, managers when they request it – you may need to ask for their help at some time
- ✓ Be friendly and happy to work with



- ✓ Always be polite to everyone who works in the organization no matter what position they hold or job they do.

Why Develop Good Relationship?

As well as making your workplace more enjoyable to work in, the customers will benefit from better service as everyone works as a team. It will also help your organization to maintain a professional image.

What factors affect and influence relationships?

We are all individuals and respond differently to situations and other people. You may find that you get on better with certain people in the organization than others and it may be due to some of the following factors:

- ✓ Age
- ✓ Social background
- ✓ Same taste in music, sport, hobbies
- ✓ Same sense of humor
- ✓ Common job role

Your relationships may also be influenced by some of these factors:

- ✓ Organizational structure i.e. management and staff
- ✓ Personality types - outgoing/quiet
- ✓ Length of time you spend with people

It is important to be aware of these factors as they may affect the way your team works. If there is a person in the organization that you do not get on with, they must still be treated with respect and courtesy.

Remember, we all work as a team and personal grievances must be pushed aside to maintain the team and customer satisfaction. If personal grievances are a problem bring them to the attention of the supervisor or manager so a solution can be sought.

Self-Check -1	Written Test
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1. Define what a team means? (2 points)
2. What are the means to achieve 'Effective Workplace Relationships'? (2 points)

Note: Satisfactory rating - 3 and 5 points Unsatisfactory - below 3 and 5 points



Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

Information Sheet-2	Seeking assistance from work groups
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Seeking assistance from work group

Sometimes problems seem like they are impossible to solve for many different reasons. Sometimes we are not even fully aware a problem is building up. We just know something is wrong.

Do not worry for any inconvenience, ask for help from your work group

Asking for Help: 4 Simple Steps

Step 1 Accept: This is perhaps the most important step.

Acknowledging the need for assistance is important, but equally important is the willingness to accept help.

Being able to freely ask for help requires accepting limitations and believing that you are truly deserving of the help.

Step 2 Assess: Take the time to think through 'exactly' what you need. This allows you to think about what is 'most important' and help shape your request. Most people will be willing to help when you ask. Help them by being specific on how they can help.



Step 3 Ask! This is your time to take action and where you make the request! Remember, in-person requests are best — but not always possible. Being courteous, direct, and specific regarding the request are the rules.

Step 4 Again: As with any skill, it requires practice. So, if it helped, do it again! A nice final touch would not only be to thank the person, but also to share about how much he/she has helped.

Reminders

- ✓ **Be resourceful** — Think about who may be able to help (even those who might say no).
- ✓ **Be courteous** — Asking nicely goes a long way. Most people are willing to help with both big and small tasks. Always say, “thank you”, whether they agree to help you or not.
- ✓ **Be specific** — Most people are willing to help, they just have to know ‘how’. Being specific allows for best results. It helps others understand how they can best help you. Remember, you are in the position of knowing what you need. Others can’t read your mind.
- ✓ **Be flexible** — your plan of how others can help may not be the only one. If different ways to help are suggested, take time to consider these.
- ✓ **Be grateful** —most important for completing the cycle of “asking” is to say “thank you.” This recognizes another’s contribution and strengthens the relationship (just in case help is needed again).

Just as with any skill, ‘asking for help’ gets easier the more you practice it.

Remember — asking for help is a sign of strength. Being able to identify needs and act accordingly is essential for being successful. In many ways, asking for help has many benefits. It can make life easier for you and your family, and give the individual who helps you a sense of accomplishment and goodwill.

Self-Check -2	Written Test
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1. Define Duties and responsibilities to promote cooperation and good relation (2 points)
2. Explain how to Develop Good Relationships(2 points)
3. What factors affect and influence relationships? (2 points)

Note: Satisfactory rating - 3 and 5 points

Unsatisfactory - below 3 and 5 points



Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

Information Sheet-3	Encouraging, acknowledging and acting feed back
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Encouraging, acknowledging and acting feed back

Feedback

It is important that your work performance is monitored and that you receive feedback that is constructive and encourages you to strive for improvement. Feedback is information given in response to a product, performance etc., used as a basis for improvement. High performing leaders regularly provide feedback.

Positive Feedback

Positive feedback will occurs when you congratulate, reward or acknowledge a person for having done something correctly, efficiently, effectively or exceptionally well. It applies to every aspect of their performance and can be given in public or private. Positive feedback should be specific, valid and sincere. Giving positive feedback can be a powerful tool for employee motivation and reinforces good behaviour.

Negative feedback

Whilst not as 'nice' as positive feedback, negative feedback is also important. If staff members are doing something incorrectly, they need to be shown the correct way immediately. It does not just apply to health and safety situations. It applies to every



aspect of their performance. The sooner the better, as it is much easier to correct behaviour before it has become a bad habit that has to be 'unlearned'. Negative feedback should be given in private so that the employee does not feel embarrassed or singled out.

No feedback

Employees have to be told when they are not reaching performance standards or targets, so that they have the opportunity to improve. Too many employers and managers have 'swept poor performance problems under the carpet'. An employee cannot be expected to improve if they have not been given any feedback in relation to their performance.

Principles of Constructive Feedback

Feedback is a way of learning more about ourselves and the effect our behaviour has on others. Constructive feedback increases self-awareness, offers guidance and encourages development, so it is important to learn both to give it and to receive it. Constructive feedback does not mean only giving positive feedback (praise). Negative, or critical feedback given skilfully can be very important and useful. Destructive feedback, negative feedback given in an unskilled way generally leaves the recipient simply feeling bad with seemingly nothing on which to build and no useful information to use for learning.

There are some general principles of giving feedback, which, if followed will help you achieve a positive outcome.

1. Start with the positive

Most people need encouragement, to be told when they are doing something well. When offering feedback it can really help the receiver to hear first what they have done well. It is often common for individuals to emphasise the negative therefore the focus is likely to be on mistakes more often than successes. In a rush to criticise, we may overlook the things we liked. If the positive is registered first, any negative is more likely to be listened to and acted upon

2. Be specific

Try to avoid general comments which are not useful when it comes to developing skills. Statements such as "you were brilliant!" or "it was awful" may be pleasant or dreadful to hear, but they don't give enough detail to be useful sources of learning. Try to pin-point what the person did that led you to use the label of "brilliant" or "awful" e.g. "the way you asked that question just at that moment was really helpful and enabled us to resolve that issue more quickly" or by responding in that way you seemed to be wanting to impose your opinions on the rest of the team". Specific feedback gives more opportunity for learning.

3. Refer to behaviour that can be changed

It is not likely to be helpful to give a person feedback about something over which they have no choice or control; in fact, it may be frustrating and even de-motivating.

4. Seek/offer alternatives



If you do give negative feedback then try to turn it into a learning opportunity by asking the person what they could have done differently, or, would do differently next time. It is always more powerful to get ideas coming from the person receiving feedback, but if they are struggling to think what they could have done differently then offer some suggestions.

4. Be descriptive rather than evaluative

This is expanding on „be specific“ describing what you saw or heard and/or the effect it had on you is much more powerful than just giving a judgment i.e. “the way you kept calm, quiet and focused during that situation helped everyone cope” rather than “you handled that situation well”

6. Own the feedback

It can be easy to say to the other person “You are....” suggesting that you are offering a universally agreed opinion about the person rather than just an individual one. It is important that we take responsibility for the feedback we offer. Begin with “I think.....” or “I feel that” to avoid being the giver of a general opinion which you don't own.

7. Leaving the recipient with a choice

Feedback which demands change or is imposed heavily on the other person may invite resistance, and, is not consistent with a belief in each of us being personally autonomous.

Skilled feedback offers people information about themselves which leaves them with a choice about whether to act or how to act. It can help to examine the consequences of any decision to change or not to change, but does not involve prescribing change.

Self-Check -2	Written Test
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1. Define how to seek assistance from a work group? (2 points)
2. Write down how do you Ask for Help (2 points)

Note: Satisfactory rating - 3 and 5 points

Unsatisfactory - below 3 and 5 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____
Rating: _____



Name: _____

Date: _____

Short Answer Questions

Information Sheet-4	Respecting and acknowledging differences in personal values
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4.1 Respecting and acknowledging differences in personal values

How do you receive feedback?

1. Listen to the feedback rather than immediately rejecting or arguing with it

Feedback can be uncomfortable to hear, but we may be the poorer without it. People may think things without telling us and then we would be at a definite disadvantage. Remember that people do have their opinions about you and will have their perceptions of your performance, and it can help you to be aware of these. However, also remember that you are entitled to your opinion and you may choose to ignore the feedback as being of little significance, irrelevant, or referring to behaviour which for some reason you wish to maintain - as long as you accept that there may be consequences to ignoring the feedback.

5. Be clear about what is being said

Avoid jumping to conclusions or becoming immediately defensive. If you do, people may cut down their feedback and you won't get the full benefit. Make sure you understand the feedback before you respond to it. A useful technique can be to paraphrase or repeat the criticism to check that you have understood.

3. Check the feedback out with others rather than relying on one source

If we rely on one source then we may imagine that the individual's opinion is shared by everybody. In fact, if we check it out with others we may find that others experience us



differently and we will have a more balanced view of ourselves which can keep the feedback in proportion.

4. Ask for the feedback you don't want to get

Feedback can be so important that we may have to ask for it if it does not occur naturally. Sometimes we do get feedback, but it is restricted to one aspect of our behaviour and we may have to request feedback we would find useful, but do not get.

5. Decide what you will do as a result of the feedback

"It takes two to know one". Each of us needs to know how other people experience us to extend our self awareness, which is incomplete if merely our own version of ourselves, we can use the feedback to help our development. When we receive it, we can assess its value, the consequences of ignoring it or using it, and finally decide what we will do as a result of it. If we do not take decisions on the basis of it then it is wasted.

In the final analysis, it is always your choice whether to accept or reject the feedback. Finally, thank the person for giving the feedback. We might benefit from it. It may not have been easy for the person to give, but it is a valuable practice to reinforce in any organisation or relationship.

1.4. personal values and beliefs differences are respected

Personal differences are common in the workplace. No one person can ever hope to get along with every co-worker and supervisor. However, it is essential for workers and managers at all levels to understand that employees with conflicting personalities can work together effectively when properly managed. Supervisors must be careful to manage behaviours rather than personalities and not allow those personality differences to affect employees' ability to work together as a productive team.

Self-Check -2	Written Test
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1. What are the Reminders that can help us on asking for help? (2 points)
2. What is Feedback? (2 points)



Note: Satisfactory rating - 3 and 5 points

Unsatisfactory - below 3 and 5 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

List of Reference Materials



BASIC APPAREL PRODUCTION

Level-I

Learning Guide-4

Unit of Competence: WORK WITH OTHERS

Module Title: Working with others

LG Code: IND BAP1 M04 LO2-LG-13 TTLM

Code: IND BAP1 M04 TTLM 0919v1

LO 2: Contribute to work group activities



Instruction Sheet

Learning Guide #2

This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics:

- Providing Support to team members
- Constructing work group goals and task in Organizational requirements
- Searing relevant information with team members

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, **upon completion of this Learning Guide, you will be able to:**

- *Provide Support to team members* to ensure workgroup goals are met
- Constructive contributions to workgroup goals and tasks are made according to *organizational requirements*
- Share relevant work Information with team members to ensure designated goals are met

Learning Instructions:

7. Read the specific objectives of this Learning Guide.
8. Follow the instructions described below 3 to 6.
9. Read the information written in the information “Sheet 1, Sheet 2, Sheet 3 and Sheet 4”.
10. Accomplish the “Self-check 1, Self-check t 2, Self-check 3 and Self-check 4” in **page -6, 9, 12 and 14** respectively.
11. If you earned a satisfactory evaluation from the “Self-check” proceed to “Operation Sheet 1, Operation Sheet 2 and Operation Sheet 3 ” in **page -15**.
12. Do the “LAP test” in **page – 16** (if you are ready).



Information Sheet-1	Providing Support to team members
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Providing Support to team members

Providing support

It is important to provide support to team members to ensure that workgroup goals are met.

Providing support to team members may include

- ✓ explaining or clarifying policies, procedures, instructions etc
- ✓ helping colleagues to complete tasks on time, especially if you have completed your own tasks ahead of schedule
- ✓ assisting with solving problems
- ✓ providing encouragement in order to foster a positive attitude
- ✓ providing feedback to another team member
- ✓ Undertaking extra tasks if necessary.

Time management strategies

In order to ensure workgroup goals are met, it is important to apply time management strategies, including

- ✓ Prioritising: the ordering of tasks so that the most important are completed first and so on to the least important.
- ✓ Delegation: passing on specific tasks for completion by someone else, particularly if that person is more skilled to complete the job than you are.
- ✓ Problem-solving: often achieved by brainstorming so that the best method of solving the problem is adopted and agreed on by all team members.
- ✓ Decision-making: often the responsibility of the team leader so that tasks are completed within the set deadline.

Self-Check -1	Written Test
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1. List out Important techniques for receiving information effectively? (2 points)
2. What might happen if you didn't give suitable advice or information to a colleague? (2 points)

Note: Satisfactory rating - 3 and 5 points

Unsatisfactory - below 3 and 5 points

You can ask you teacher for the copy of the correct answers.



Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Short Answer Questions

Information Sheet-2	Constructing work group goals and task in Organizational requirements
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Constructing work group goals and task in Organizational requirements

There are many ways in -which we can relay information to everyone in the team. Communication techniques play a big part in establishing and maintaining effective working relationships, as do the use of interpersonal skills.

These are some of the methods that can be used and you must be aware of them so that you can obtain the information necessary for your job.

- ✓ Informal discussions between staff/management
- ✓ Specific instructions relating to your job role
- ✓ Staff briefings/meetings

Important techniques for receiving information effectively

- ✓ Listen carefully
- ✓ Identify relevant points
- ✓ Take notes
- ✓ Question and avoid 'closed' questions, which invite very little useful information as an answer or close down a conversation
- ✓ Check information



When you need to give advice or information to a colleague, tell honestly

- ✓ Problems with equipment
- ✓ Problems with quality
- ✓ Information about changes to work

What might happen if you didn't give suitable advice or information to a colleague?

- ✓ Misunderstanding
- ✓ Poor relationships/team working
- ✓ Wasted production
- ✓ Damage to machinery
- ✓ Unacceptable quality
- ✓ Customer complaints
- ✓ Drop in health, safety, security standards

What are the advantages of working alone?

- You can work as quickly or as slowly as you like.
- You get all the praise for what you achieve.
- You have no disagreements or arguments.
- You can be creative.
- You can work in a way that suits you.
- You can take all of the decisions.

Self-Check -2	Written Test
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1. What are the advantages of working alone? (2 points)
2. What are the advantages of working in a group? (2 points)

Note: Satisfactory rating - 3 and 5 points

Unsatisfactory - below 3 and 5 points

You can ask your teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____



Name: _____

Date: _____

Short Answer Questions

Information Sheet-3	Searing relevant information with team members
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What are the advantages of working in a group?

- You can spread the work out.
- You can get the work done more quickly.
- If things go wrong you share responsibility.
- It can be more fun with company.
- A group of people may have more talents between them – and the results will be bigger and better.
- You can bounce ideas off each other.

Working with Others or Working Alone

There are advantages and disadvantages to both working alone and working with others.

When you are given something to do and you have the choice to work alone or work with others, you should think about the:

- type of task
- talents of the possible group members
- timescale
- Possibility of breaking the task down into smaller tasks.

You should then be able to decide which way you want to work: alone or with others.

Successful teams and unsuccessful teams



You might have come up with some of the following. You might have come up with some others that will also be correct. Show your lists to your tutor and discuss them.

Successful teams:

- have shared goals
- make decisions together
- trust each other
- discuss problems openly
- value each other's ideas
- Have leaders who encourage – they don't dominate.

Unsuccessful teams:

- don't have clear team goals
- can't make plans
- criticize each other
- don't communicate well
- gossip and quarrel
- Can't organize tasks – no leader or too many leaders.

Self-Check -3	Written Test
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1What are the characters shown by Successful teams? (2 points)

2What are the characters shown by Unsuccessful teams? (2 points)

3. Before you decide to work alone or work with others, you should think about the:- (2 points)

Note: Satisfactory rating - 3 and 5 points

Unsatisfactory - below 3 and 5 points

You can ask you teacher for the copy of the correct answers.

Answer Sheet

Score = _____

Rating: _____



Name: _____

Date: _____

Short Answer Questions

List of Reference Materials



Answer sheet for self check tow (1)

Question number

#1 A team is a group of people who are working together for a specific purpose. Often each person has a different skill that they bring to the group so that they complement each other and are able to complete a wide range of tasks

#2

- Collect, analyze and communicate information and ideas
- Develop trust and confidence
- Develop and maintain networks and relationships
- Manage difficulties into positive outcomes

#3

- ❖ access and equity
- ❖ anti-discrimination
- ❖ ethical standards
- ❖ OHS
- ❖ employment agreements
- ❖ industrial awards
- ❖ industry and workplace codes of practice

#4

- ✓ Treat other workers with the respect you expect - they are professionals as well
- ✓ Carry out your work and responsibilities in the correct way so that others work will not be affected
- ✓ Assist colleagues, supervisors, managers when they request it – you may need to ask for their help at some time
- ✓ Be friendly and happy to work with
- ✓ Always be polite to everyone who -works in the organization no matter what position they hold or job they do.

#5

- ✓ Age
- ✓ Social background
- ✓ Same taste in music, sport, hobbies
- ✓ Same sense of humor
- ✓ Common job role



#6

Sometimes problems seem like they are impossible to solve for many different reasons. Sometimes we are not even fully aware a problem is building up. We just know something is wrong.

Do not worry for any inconvenience, ask for help from your work group

#7

Step 1 Accept:

Step 2 Assess:

Step 3 Ask!:

Step 4 Again:

#8

Be resourceful

Be courteous

Be specific

Be flexible

Be grateful

#9

Feedback is information given in response to a product, performance etc., used as a basis for improvement

#10



- **Positive Feedback**
- **Negative feedback**
- **No feedback**

Answer sheet for self check tow (2)

Answer Sheet

Score = _____

Rating: _____

Name: _____

Date: _____

Question number

#1

- ✓ explaining or clarifying policies, procedures, instructions etc



- ✓ helping colleagues to complete tasks on time, especially if you have completed your own tasks ahead of schedule
- ✓ assisting with solving problems
- ✓ providing encouragement in order to foster a positive attitude
- ✓ providing feedback to another team member
- ✓ Undertaking extra tasks if necessary.

#2

- ✓ Prioritising: the ordering of tasks so that the most important are completed first and so on to the least important.
- ✓ Delegation: passing on specific tasks for completion by someone else, particularly if that person is more skilled to complete the job than you are.
- ✓ Problem-solving: often achieved by brainstorming so that the best method of solving the problem is adopted and agreed on by all team members.
- ✓ Decision-making: often the responsibility of the team leader so that tasks are completed within the set deadline.

#3

- ✓ Informal discussions between staff/management
- ✓ Specific instructions relating to your job role
- ✓ Staff briefings/meetings

#4

- ✓ Listen carefully
- ✓ Identify relevant points
- ✓ Take notes
- ✓ Question and avoid 'closed' questions, which invite very little useful information as an answer or close down a conversation
- ✓ Check information

#5



- ✓ Misunderstanding
- ✓ Poor relationships/team working
- ✓ Wasted production
- ✓ Damage to machinery
- ✓ Unacceptable quality
- ✓ Customer complaints
- ✓ Drop in health, safety, security standards

#6

- You can work as quickly or as slowly as you like.
- You get all the praise for what you achieve.
- You have no disagreements or arguments.
- You can be creative.
- You can work in a way that suits you.
- You can take all of the decisions.

#7

- You can spread the work out.
- You can get the work done more quickly.
- If things go wrong you share responsibility.
- It can be more fun with company.
- A group of people may have more talents between them – and the results will be bigger and better.
- You can bounce ideas off each other.

#8

- have shared goals
- make decisions together
- trust each other
- discuss problems openly
- value each other's ideas
- Have leaders who encourage – they don't dominate.

#9



- don't have clear team goals
- can't make plans
- criticize each other
- don't communicate well
- gossip and quarrel
- Can't organize tasks – no leader or too many leaders.

#10

- type of task
- talents of the possible group members
- timescale
- Possibility of breaking the task down into smaller tasks.