

TEAMWORK

ADVANCED

START-STOP-CONTINUE



SKILL ADDRESSED:

Teamwork

LEVEL OF CHALLENGE:

Advanced

TITLE OF ACTIVITY:

Start-Stop-Continue



INTRODUCTION TO THE SKILL

Productivity and task performance can be dramatically increased by working in teams. When working together, it is important to stay on track so you can be as productive as possible. One of the ways that teams can reflect on their ability to complete tasks to their fullest potential is through team planning. The best way that this can be achieved is through strategic goal setting. Strategic goal setting allows teams to determine the ultimate goal to be achieved through their work as well as how the team can contribute to this plan in the coming time period.

Your team's mission is to navigate through a series of engaging activities and resources that will guide you in understanding, creating, and implementing team goals that lead to improved teamwork and productivity.

THE CHALLENGE

YKarla works in a project team with three other colleagues – Ethan (software designer), Mary (project assistant), and Michael (graphic designer). The project that they are currently working on has seven months left to complete all work that is due. Karla, as the project manager, is trying to set up an action plan for the team to complete all the work before the project end date. She has written down a list of tasks that need to be completed so she can bring it up at the next team meeting. The tasks left to complete are as follows:

1. Design marketing materials
2. Craft content for marketing campaign
3. Plan channels for distribution
4. Complete financial budgets and documents
5. Complete website for brand redesign
6. Create results analysis from launch of the website
7. Conduct a mid-project review to assess progress
8. Complete price analysis of all products on the webstore
9. Finish setting up the project social media

STRUCTURE

Start by checking out this interesting article about the benefits of team goal setting: <https://www.betterup.com/blog/the-best-way-to-set-team-goals>

Discuss the objectives, strengths, and challenges of the team set out in the scenario. Try to identify the common goals that align to the team's purpose.

Learn more about SMART goals for teams: <https://www.indeed.com/career-advice/career-development/how-to-write-an-action-plan>

Use the SMART criteria to formulate specific goals for your team, and explore strategies for integrating goals into your team's workflow.

Once you have completed the SMART goals, create an action plan for implementing the SMART goals for the team to follow!

DEMONSTRATION AND EVALUATION

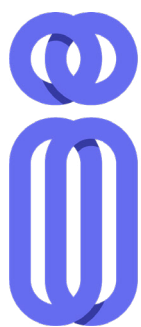
Congratulations you have now completed the advanced level problem-based learning activity! By completing this activity, you have learned about the importance of action planning and team goal-setting when working with others. Understanding how to set team goals and deadlines is very important for productivity and task performance in the workplace, especially when working on tight-deadline projects.

Once you have completed the activity, consider the following reflective questions:

- How can goal setting help teams to work more productively together?
- Do you think that everybody's opinion and experience should contribute to the goal setting process?

Don't forget to check out the rest of the INTERFACE infographics and resources, and don't forget to complete the final assessment quiz for advanced level to prove your teamwork skills!





INTERFACE



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