



## Module 17.1: What Makes an Effective Team?

*Module Summary:* To gather their perspectives on teamwork, participants respond to three questions on sticky notes. The sticky notes are categorized by select volunteers who then summarize the responses for the entire group.

*Estimated Time:* 20 minutes

*Number of Participants:* 10–40

### Outcomes

Participants will identify key aspects of effective teamwork.

Participants will reflect upon their previous experiences on teams.

Participants will synthesize responses into common themes related to teamwork.

### Materials Needed

Whiteboard/chalkboard or six pieces of flipchart paper placed side by side on a wall

Dry erase markers or nonpermanent markers

Tape (if using flipchart paper)

Sticky notes—preferably three different colors and enough for each participant to have three sticky notes of each color (nine total)

### Preparation Notes

Review the *Facilitation Notes* at the beginning of this volume.

If using flipchart paper, create a mock whiteboard by taping six pieces of flipchart paper to the wall. Write one prompt in large writing at the top of each mock whiteboard and write the associated sticky note color next to the prompt (e.g., yellow or pink or blue). If you are using a whiteboard/ chalkboard, divide it into

three by drawing columns down the board and write a prompt and associated sticky note color at the top of each column.

The prompts are as follows:

*Prompt 1: Characteristics of an Effective Team*

*Prompt 2: Benefits of Teamwork*

*Prompt 3: Challenges of Working in a Team*

## Explanation and Instructions

Begin by sharing the module outcomes and defining the capacity of building teams. Pass around sticky notes and ask participants to take three of each color (or a total of nine if there is only one color). Next, direct participants to the three prompts written on the board and share the following instructions:

Your task is to generate **three** responses to each prompt, writing each response legibly on a **different** sticky note. This means you will have nine total responses—**three** notes for each of the **three** prompts. Notice the color of the note associated with each prompt. Once you have written your responses to the three prompts, place your sticky notes under the associated prompts.

Once participants have placed their sticky notes with responses on the board, ask for six volunteers—two per prompt. Ask the volunteers to look through all of the responses within their assigned prompt and to categorize the sticky notes into themes. Encourage them to move the sticky notes into clusters. Likewise, volunteers should pay attention to any outliers, responses they found unique, or responses that warrant further explanation or discussion. Allow the volunteers no more than 10 minutes to sort through the responses.

While the volunteers are sorting the sticky notes, ask participants to pair up and share their best experience as part of a team or group.



Once the volunteers have finished sorting the sticky notes, or if 10 minutes have passed, ask them to share the themes or patterns along with outliers or interesting responses. Remind them not to read all of the sticky notes, but to instead summarize according to the clusters they created. After the volunteers share the themes, allow the larger group to offer their thoughts or ask questions.

To conclude, thank the volunteers and share your own observations.

## Facilitator Tips and Notes

- If you have a large group (more than twenty), have each participant provide only two answers per prompt. Another option is to assign part of the group to respond to the first prompt, another part of the group to the second prompt, and the last group to respond to the third prompt.
- Be sure you are familiar with the clusters that are being created so that your concluding thoughts make sense in the context of what the participants have done.

## Module 17.2: Egg Drop Challenge

*Module Summary:* In this problem-solving module, teams are given a raw egg and some materials. As a team, participants work together to best protect their egg using the materials provided. Individuals assess their own performance and the team's performance, and the teams debrief their group process. To conclude the module, the eggs are dropped to determine a winning team.

*Estimated Time:* 50 minutes

*Number of Participants:* At least 12 (minimum 3 groups of 4–5 participants)