Fluff Disclaimer:
I’m not a fan of fluffy discussion about being nice.

But teamwork is critical to having a successful career

We can all get better at teamwork.
Ever had this feeling?

WHEN I DIE, ASK THE PEOPLE FROM MY GROUP ASSIGNMENT TO LOWER ME INTO MY GRAVE

JUST SO THEY CAN LET ME DOWN. ONE. LAST. TIME.
Topics

1) Teamwork
   a) What’s a team?
   b) Team rules

2) Habits of Highly Effective People
Why Teamwork?

• Group
  - people working on similar tasks,
  - Ex: Some programmers in same office, individually working on similar but different projects.
  - Ex: Study group

• Team
  - ..
  - ..
  - ..
Successful teams can:

• Complete more/larger tasks
  – can divide big tasks into small tasks for individuals

• ..
  – diverse skills reinforce abilities of team members

• Learn and improve
  – learn from the skills of other team members

• Respond to change
  – people join/leave, jobs change: team can react

• Stronger sense of commitment
  – depending on each other enhances morale
Basics: Team Stages

-..
  - polite getting-to-know each other

-..
  - members compete to voice opinions; conflict normal.

-..
  - conflicts resolved; relationships allow effective teamwork (norms).

-..
  - Team has gelled, productive "teamwork"

-..
  - extraordinarily productive; not usually attained

-..
  - Done work; disbanding.
Basics: Advice

• Positive attitude correlated with success: work harder, cooperate better
  – good skills with positive attitude better than expert with negative attitude

• Big teams (>10 members) less productive due to communication/decision overhead
Exercise

- Who thinks they are a safer than average driver?

- Who thinks they are a better than average team member?

- If we ranked everyone by teamwork skills, there would be the bottom 10 people.
  - What advice could we give them to improve?
Basics: Team Rules

- respect everyone
- ..
  - accept constructive criticism; strive to improve it not defend it.
- ..
  - no BCC to others or forwarding comments without permission
- do the work you commit to;
  - inform team quickly will not complete
Basics: Team Rules (cont)

• Communication
  – everyone has their say;
  – each person able to speak: allow equal participation
  – one person speaks at a time
  – no side discussions
  – be brief and on topic

• Meetings
  – be on time; be focused: no electronic interruptions
    (text/email/..)
  – don't do work during meetings
Basics: Team Decision Making

• Agree on how decisions are made
  – how many people need to vote?
  – is majority good enough (breeds discontentment)

• Don't avoid conflict to get a decision
  – ..
    discuss alternatives.
  – nominate someone to play devil's advocate

• Respect different opinions
  – dissenters may see some aspect you overlooked
  – this avoids group-think

• Use time to soften disagreements.
Habits of Highly Effective People

This may sound like a lot of fluff, but try to see how it applies to you. Make an effort to improve your group work and interpersonal skills.
Life doesn't just happen; make choices
  - You choose engagement or you choose ambivalence

Reactive people are governed by...

Proactive people choose their behaviour.
  - Take responsibility for your actions/situations.
Success is not based on competition:
- someone need not lose for you to win.

- Find mutually beneficial solutions.

Be courageous to express and fight for your ideas;
- Be considerate of feelings of others.
- Balance courage and consideration!

Believe there is plenty for everyone
- not a zero-sum game
• Listen.
  – First listen and try to understand before reacting/judging.
  – Ex: PhD candidate misunderstanding questions!

• Listen with an intent..
  – Don't half-listen waiting for a chance to make a point.

• Be able to restate a person's view/questions before replying.
• 2 heads better than one
• diverse group able to create better solutions together
• ..
  – everyone doesn't have to be the same to be part of the team.
• Truly value diversity
  – not "I wish everyone would agree with me faster so we could make some progress!"
Summary

• Teams
  – Team stages
  – Team rules
  – Team decision making

• Habits
  – Be proactive
  – Win-Win
  – Seek first to understand, then to be understood
  – Synergize / collaborate