Turing House School

Careers Task Force

Key Soft skill:

Team work

The Survey
Job V Career
Footballers!
Options?
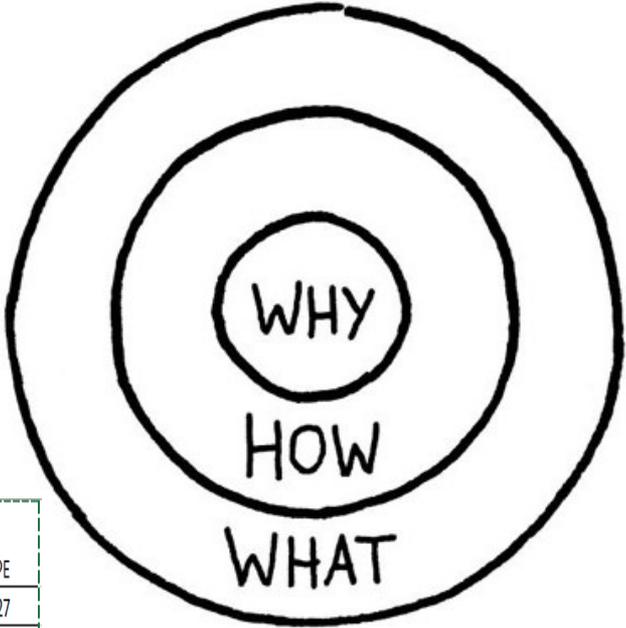
	French	German	Spanish	Food	DT	Computing	Economics	Geography	History	Business Studies	Art	Dance	Drama	Music	PE
First Choice	2	2	27	9	19	20	13	17	19	19	26	6	17	7	27
Second Choice	9	3	27	22	26	19	13	31	23	19	21	10	16	10	14
Third Choice	10	10	17	19	14	17	24	18	20	12	16	17	13	17	15

13th July

Year	Focus
13	Applications
12	Experience
11	Success
10	Experience
9	Habits
8	Aspirations

Future Foundations
Life Plan and 30 Day
Challenge

The career circle

Career Success

Being able to have a fulfilling working life that provides for your needs and gives satisfaction.

Having choices and being able to thrive in a changing environment.

Soft Skills

Skills not (expressly) covered by academic school subjects. Transferable skills we pick up, develop and apply in real life situations, particularly in interaction with others.

Key soft skills: Communication skills, Adaptability, Team work/Collaboration, Problem solving, Critical Thinking, Conflict Resolution, Leadership, Research Skills, Networking

Importance

Get you through an interview, determine how successful you are at work
- General soft skills enable regardless of industry:
e.g. communication and team work skills,
A lack of them creates a disadvantage.
- Other soft skills are more important for specific careers
e.g. Analytical skills for accountants or programmers, maybe not so critical for an artist. Leadership skills are essential for anyone wanting to manage a team of people, Networking skills for sales people.

Raise Awareness

- PSHE sessions and job presentation sessions
- Use a soft skills inventory
- Feature in career events with job presentations

Develop

- Part of values/behaviour management/ classroom contribution at school/ homework and project work in class
- Reinforce with soft skills appreciation, e.g. by including in end of term prize giving or even in school reports as criteria
- Additional work shops / project work/ trips
- Encourage out of school development through clubs/events/ work experience
- Provide list of possible organisations/ events and engage parents
- Duke of Edinburgh programme

Teamwork / Collaboration

Why is this important?

- Work
- School
- Family
- Friends/ Clubs/ Hobbies

Key Skill: Teamwork and Collaboration

What does great team work mean?
Do you agree or disagree with the following statements?

What does great team work mean?

Everybody in the team likes each other

What does great team work mean?

Everybody does an equal share of each task

What does great team work mean?

The team leader makes the decisions

What does great team work mean?

Team members try to get something for themselves

What does great team work mean?

It's all about the result

What does great team work mean?

Everyone sticks to the plan

What does great team work mean?

Each person does what they are good at

What does great team work mean?

Everybody is responsible for his/ her task

What does great team work mean?

The people in the team are very similar

What is team work?

- The process of working collaboratively with a group of people in order to achieve a goal.

- Teamwork means that people will try to cooperate, using their individual skills and providing constructive feedback, even if there is personal conflict between individuals.

Key Skill: Teamwork and Collaboration

In effective teams…...

… every team member contributes their particular skills and experience to the best of their ability

…. people with different skills, different experience and different personalities work together

….everybody is respectful to each other

…there is a plan but the solution can evolve as the team works together

… every team member is responsible for their tasks **and** the overall outcome of the team project

…. everybody listens to each other

…. team members share and help each other

….decisions are made together

…. everyone in the team works together towards a common goal

…disagreements and conflict can happen that have to be resolved

… everybody works on building up trust

.. it's about the result **and** the process

…people are open to new ideas

What makes an effective team?

Adequate team size (best seems to be about 6-8 members)

Clearly defined and measureable goal (such as the creation of a new product in innovative jobs, a high patient survival rate in healthcare jobs, or building a robot for a school competition)

Autonomy, authority and resources needed to fulfill the team goal: the team should have enough materials, time, a space to come together, money and whatever else it needs to reach its goal.

Clear definition of roles within the team: who does what?

Motivation and Cohesion: the team members agree on what they are trying to achieve together, are motivated to make individual contributions and have spent some time getting to know each other and create a sense of being together in this task.

What skills does it take to be a good team member?

Organising and Planning Skills

Being organised is essential to getting tasks done.

If you don't know what needs to be done, and by when, it's quite hard to make it happen by your deadline.

Decision-Making

Being able to make decisions is also crucial to moving things forward in a team.

Although it may be important to take time to gather information to ensure that the decision is **right**, there may come a time when any decision is better than none.

Group decision-making often requires compromise, and sometimes a willingness to give up one's own point of view in favour of the group's shared decision.

Problem-Solving

Task-focused people are often adept at problem-solving, especially if the problem relates to the task.

Some team members look for innovative ideas to solve the problem, others make sure ideas are turned into practical action.

Some team members need to see the 'big picture' and the overall plan, making sure that the solution to the problem does not result in a change of direction.

What skills does it take to be a good team member?

Key Process-Focused Team Skills

Process-focused skills tend to be about people, building rapport within the group and making it work cohesively and effectively. Those who take on process-focused group roles tend to have very good interpersonal skills, in particular:

Communication skills, Listening skills, Ability to build rapport, Persuasion and Influencing skills, Facilitation skills, Feedback skills, Conflict Resolution skills

Ultimately all team-working situations are about working with other people.

If you have good interpersonal skills, and are open to receiving feedback and improving them as a result, then you will become, and be, a good person to work with in a team.