

**COMMON TRAINING**

**PROFICIENCY LEVEL ONE**

**INSTRUCTIONAL GUIDE**

## SECTION 3

## EO M103.03 – PARTICIPATE IN TEAMBUILDING ACTIVITIES

Total Time: 60 min

## PREPARATION

### PRE-LESSON INSTRUCTIONS

Resources needed for the delivery of this lesson are listed in the lesson specification located in A-CR-CCP-801/PG-001, *Proficiency Level One Qualification Standard and Plan*, Chapter 4. Specific uses for said resources are identified throughout the instructional guide within the TP for which they are required.

Review the lesson content and become familiar with the material prior to delivering the lesson.

Ensure that an OHP has been set-up.

Bring paper and pens for group work.

### PRE-LESSON ASSIGNMENT

Nil.

### APPROACH

An in-class activity was chosen for TPs 1–3 as it is an interactive way to present team building activities and the learning objective.

A group discussion was chosen for TP4 as it allows the cadet to interact with their peers and share their knowledge, opinions and feelings about the advantages and characteristics of a successful team.

## INTRODUCTION

### REVIEW

Nil.

### OBJECTIVES

The cadet shall participate in teambuilding activities and discuss the characteristics and advantages of a successful team.



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**IMPORTANCE**

Having the skills to work as an effective team member is essential to the success of the team. Once introduced to these skills, they will continue to develop whenever the individual is placed in a team setting or situation that require people to work together.



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**Teaching point 1** **Conduct the teambuilding activity "the Human Knot."**

Time: 10 min Method: In-Class Activity

## BACKGROUND KNOWLEDGE

### CHARACTERISTICS OF A SUCCESSFUL TEAM

- Communication – Clear communication is essential to an effective team. Team members must feel comfortable sharing ideas and concerns with each other and the leader.
- Mutual cooperation and support – It is hard to be innovative when you are not sure how others will react to your ideas. Team members must be aware that even if people disagree the objection is to the idea, not to the person presenting it. Members of a team must have the right to a certain level of trust that precludes backstabbing, gossip and negative behaviours aimed solely at making someone look bad.
- Share a common goal – When a team understands the purpose for a task they have a heightened motivation to work together towards the completion of it.
- High esprit de corps – When each member of the team has a sense of pride and belonging to the team, it is more likely they will want to be part of the team. This sense of belonging will enable the group to become more cohesive and willing to work together to accomplish the task.

### ADVANTAGES OF EFFECTIVE TEAMWORK

- Includes everyone and ensures a better outcome – In a team setting people feel that their contributions are valuable. A strong group performance is generated from strong individual efforts. When many individuals are working together to accomplish a task different ideas and opinions mesh together to provide a sound outcome.
- Tasks are easier when more people are involved – When the responsibility and workload are shared among the team members and the team works together to ensure everyone stays on track, the team will offer support to those who need it.
- Increases and develops communication – Teamwork is an opportunity for people to interact in new ways by forming relationships and communicating with new people. Communication is the key to ensuring members are carrying out their role in accomplishing the task.

## ACTIVITY

### OBJECTIVE

The objective of this activity is to untangle the "human knot" through teamwork.




This activity highlights the necessity for communication, mutual cooperation and support, including everyone and ensuring a better outcome, high esprit de corps and sharing a common goal.

### RESOURCES

Nil.

### ACTIVITY LAYOUT

Nil.



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**ACTIVITY INSTRUCTIONS**

1. Divide the class into groups of approximately 10 cadets.

2. Direct each group to stand in a circle and place their right hand in the centre and take the hand of anyone except the person on either side of them.

3. Have them do the same with their left hands.

4. Explain to the cadets that they must not let go of their hands, and that their job is to work together to untangle the “Human Knot.”

**SAFETY**

Ensure the area where this activity is being conducted is flat and open so as to avoid any falls or collisions with other objects.

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**CONFIRMATION OF TEACHING POINT 1**

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The cadets’ participation in the activity will serve as the confirmation of this TP.

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**Teaching point 2** **Conduct the teambuilding activity “Memory.”**

Time: 10 min Method: In-Class Activity

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**ACTIVITY**

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**OBJECTIVE**

The objective of this activity is to remember as many of the items in the collage both as an individual and as a team.

**RESOURCES**

- Collage found in Attachment A.
- Overhead projector.
- Pens.
- Paper.
- Whiteboard/flip chart.
- Markers.

**ACTIVITY LAYOUT**

Nil.

**ACTIVITY INSTRUCTIONS**

1. Place a copy of the collage found in Attachment A on the OHP.

2. Turn the OHP on and have the cadets observe the overhead for 15 seconds.

3. After 15 seconds turn the OHP off and have the cadets individually write down as many items as they can recall.



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4. After approximately two minutes record on the board/flipchart the number of items recalled on an individual basis.

5. Split the cadets into two groups and have them compile a group list of items they recall.

6. After two minutes compare the individual results to the group results.

**SAFETY**

Nil.

**CONFIRMATION OF TEACHING POINT 2**

The cadets' participation in the activity will serve as the confirmation of this TP.

**Teaching point 3** **Conduct the teambuilding activity "Silent Birthdays."**

Time: 10 min Method: In-Class Activity

**ACTIVITY**

**OBJECTIVE**

The objective of this activity is to line up according to birthdays without speaking to one another.

**RESOURCES**

- Paper; and
- Pens.

**ACTIVITY LAYOUT**

Nil.

**ACTIVITY INSTRUCTION**

1. Direct the cadets to line up in birth order from oldest to youngest by not talking to one another.

2. If the task becomes daunting for the cadets provide a method to assist them (i.e. using pens and paper).

3. The pens and paper can be laid out on a table in the vicinity of the activity.

4. When the time is up, starting at the beginning of the line, have each cadet state his or her birthday to see if the task was successful.

**SAFETY**

Nil.

**CONFIRMATION OF TEACHING POINT 3**

The cadet's participation in the activity will serve as the confirmation of the TP.



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**Teaching point 4** **Lead a discussion on the characteristics of a successful team.**

Time: 20 min Method: Group Discussion

**DISCUSSION QUESTIONS**




**TIPS FOR ANSWERING/FACILITATING DISCUSSION:**

- Prepare questions ahead of time.
- Be flexible (you are not bound to only the prepared questions).
- Encourage cadets to participate by using praise such as “great idea” or “excellent response, can anyone add to that?”.
- Try to involve everyone by directing questions to non-participants.

**SUGGESTED QUESTIONS:**

Q1. What advantages of teamwork were noticed while engaging in the activities?

Q2. What things made the team successful in the activities?

Q3. What things were frustrating throughout the activities?

Q4. Why do you think teamwork is important?




Other questions and answers will develop throughout the reflection stage. The discussion should not be limited to only those suggested.

**END OF LESSON CONFIRMATION**

The cadets' participation in the activities will serve as the confirmation of the lesson.

**CONCLUSION**

**HOMEWORK / READING / PRACTICE**

Nil.

**METHOD OF EVALUATION**

Nil.

**CLOSING STATEMENT**

Teamwork is essential to a successful outcome. Knowing what skills contribute to the success of a team will aid in this. Development of these skills will occur each and every time an individual is involved in a team.



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**INSTRUCTOR NOTES / REMARKS**

Nil.

## REFERENCES

C0-003 ISBN 0-943210-44-5 Pike, B., & Busse, C. (1995). *101 more games for trainers*. Minneapolis, MN: Lakewood Publishing.

C0-004 ISBN 1-58062-577-0 McClain, G., & Romaine, D.S. (2002). *The everything managing people book*. Avon, MA: Adams Media.

C0-005 ISBN 0-07-046414-6 Scannell, E.E., & Newstrom, J. W. (1994). *Even more games trainers play*. New York: McGraw-Hill.



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