

Assignment 3.1: Reflective Journal Entry

Word limit	350 words
Topic	Workplace Capabilities

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Among the different skills, I believe that I have improved teamwork skills the most. I have previously developed this skill via trial and error whilst working through the various group project tasks assigned to me in my university courses. In there, the teammates I would have would usually aim for different grades, leading to different levels of priority in completing the group tasks. This, in turn would result in my continuous negotiation with them, to get things done on time. Thus, before entering into the industry, I had secretly developed some techniques to use to negotiate and convince my teammates to work with me, in completing a certain task, by a certain time.

But surprisingly, when I entered the industry, I realised that those techniques were not really needed. That's because here, my teammates had been highly motivated from the very start and fully-focused on completing the group tasks on time! So, I didn't have to spend any time trying to negotiate and convince them to complete the work on time!

Furthermore, I noticed something interesting, as long as you clearly discuss and agree upon certain expectations regarding tasks, communication and behaviour from the start, those expectations are never broken! I had specially noticed this when a teammate of mine had rushed to his university (even though it was raining heavily then) just because he wouldn't have electricity at his home on that day and didn't want to miss the weekly group meeting we had agreed upon at the start of the project!

This helped me realise that you don't actually need to spend extra time trying to convince your teammates to work with you. Instead, as long as you clearly explain what you want, listen to what they want, and decide on a common understanding or norm to follow, everything else just clicks into place! This, in the end, not only saves time, but also increases confidence, cooperation and cohesion in the team. Hence, I believe this understanding and improvement in the way I approach group tasks and teamwork would immensely help me in the future.