* **TASK 3:** (37p) **Learning Teamwork Basics**
* Read the TEAMWORK BASICS document and answer the following as a group:
  + **(5p)** What to do to get the task accomplished *and* the team members’ satisfaction high?

- Get to know other members of your group and their strengths

-Set ground rules

-Use a facilitator

-Keep lines of communication open

-Know how to avoid (or solve) common problem

* + **(18p)** Answer all the questions in the Work Norms, Facilitator Norms, Communication Norms using your own words and your own context.
  + **(4p)** As a team, select two cases out of the four mentioned in Handling Difficult Behavior. (use your own words and your own context)

-Too Quiet: Attempt to engage them into the group discussion

-Argues: Talk about it and try to work it as a team.

* + **(4p)** When making decisions, If the team is having trouble reaching consensus, what should you do? (use your own words and your own context)

Pro and Con lists, do a majority votes, or try to be open minded and combine everyone’s ideas into a more effective approach to the problem.

* + **(3p)** What should you do if person may reach a decision more quickly than others and pressure people to move on before it is a good idea to do so?

Try to ask “Are we all ready to make a decision on this?"

"What needs to be done on this before we can move ahead?"

"Let's check and see where everyone stands on this?”

* + **(3p)** What happens if most people on the team want to get an “A” on the assignment, but another person decides that a “B” will be acceptable?

If they want do “B” work they can do what feel is acceptable but when we need to detail what was done on the planning and schedule form, they will have a smaller task compared to the others. And will receive an acceptable grade due to their smaller task compared the others.

**Note:** TEAMWORK BASICS documentcan be found in iCollege, week2, Project\_A1 folder.