#### Teamworking- Collection of Work / Portfolio Technique 1  Documented evidence of accurate understanding of relevant topics Teamwork is the collaborative effort of a group to achieve a common goal or to complete a task in the most effective and efficient way. Teams exist in our life in everything we do. seen in organisations or businesses in various different forms such as Functional Teams, Self-Managed teams and Virtual Teams. Teams are formed through 5 stages: Forming, Storming, Norming, Performing, and Termination/Ending.

#### Forming Forming details the formation of the team, and focusses on setting clear goals and directions for the team, as well as building trust. Members of the team are optimistic about their future with their team This could be seen in the establishing of an it department in a firm, there would be new people hired and brought on to the team, and they would work together to achieve any and all goals they set out for themselves. Due to this focus on defining the team’s goals productivity may be low during this stage

#### Storming Storming is often seen as the most volatile stage of the process. This is when members start to take control of different parts of the project and are less likely to understand different perspectives. A team is most likely to fall apart during this stage

#### Norming Norming is the turning point of a team. Conflicts are resolved as the team begins to work effectively together. The team members may begin to grow closer together and they will begin to shift their energy to the team’s goals, as opposed to personal goals, and efficiency is increased

#### Preforming Preforming is seen as the most productive stage of the process. The team has acquired a greater competence and as a result, members feel confident in their individual abilities and those of their teammates, which allows them to solve or prevent problems quickly. The team has become autonomous, with members filling out roles and responsibilities without being asked. During the Performing stage, the team makes progress towards its goals. Team members continue to deepen their knowledge and skills. In the presence of a well-formed team, a team can stay in Preforming indefinitely, as changes such as large-scale changes in the external environment are encountered, the team may cycle back to previous stages

Termination  
During the termination stage, team members may feel a sense of loss and sadness, causing productivity to decrease. Oppositely, it can also cause productivity to increase, as team members focus in on the task at hand in response to said feelings of sadness/loss. The tasks a team in this stage may have are: Completion of any deliverables and closure on any remaining team work. Evaluation of the team’s process and product, with a particular focus on identifying "lessons learned" and passing these on to the sponsor for future teams to use  
  
I personally identify with the preforming stage of the team forming process, as when carrying out activities with my class, this stage was the most enjoyable and productive

#### Documented evidence of preparation for skills development through development of checklists/steps/notes on relevant models/techniques

#### My teamworking class carried out numerous teamworking exercises, though the most memorable ones were the Spaghetti- Marshmallow Challenge and the Team Photography exercise. We participated in the spaghetti-marshmallow challenge on the 4/10/22. This exercise involved making the tallest free-standing structure in a given time limit out of spaghetti strands and various sized- marshmallows. The class was split up into numerous groups of 4, and were given the various materials. This exercise greatly developed our communication and time management skills. Communication was essential for this exercise in order to communicate ideas and to convey opinions. Time management was obviously developed as we had a 3 minute time limit. This encouraged us to work efficiently and quickly in order to achieve our goals The exercise ended and our teacher went around to the teams and measured the structures. This was a great team-building exercise and excelled in developing our teamworking skills. However, one flaw I noticed in the activity is that several team’s creative expression was limited by the stipulation of the structure having to be free-standing

#### Our other class-based activity was carried out on the 25/10/22. This activity had us taking up to 12 photographs that fit a given description, given to us on a worksheet by our teacher. This activity broke the class up into teams of 3-4 which allowed for smaller teams and more effective communication. This activity developed our problem solving and collaboration skills. Some of the descriptions given forced us to think outside of the box and find creative and unique solutions. For many of the descriptions we had to collaborate within the group in order to achieve our goal. The development of this skill allowed us to work more effectively as a team When the exercise ended, we returned to our class and our photos were uploaded to our teacher. The photos were then reviewed by our teacher and the entire class, allowing for an enjoyable experience. A flaw I noticed was that there was an exceedingly long time-limit, to the point where most teams were finished before the time limit. A shorter time limit may have forced teams to be more efficient throughout the task,

**Documented realistic evaluation of relevant integration of theory and practice A**Psychometric testing was first proposed by Schmidt and Hunter. Bother were psychologists and after developing a model, discovered that cognitive ability directly impacts the level at which one could do their job, and people with high cognitive ability were able to acquire and retain new information more easily, and are more likely to use that information in an effective manner. Psychometric testing is used in various workplaces and may be used in order to ensure that a candidate possesses the amount of skill and cognitive ability to perform the duties of a job  
Knowing and understanding ones intellect can greatly impact ones work life. For example, if someone discovered they had low conscientiousness they might be described as unreliable, inconsistent, disorganised and too easy-going. This could cause problems for someone’s work life, and understanding this would make you more aware of your flaws, and allow you to work on them.

**Documented realistic evaluation of relevant integration of theory and practice B**At the outset of the programme I was not aware of the different stages of the Team Forming process, and the importance of understanding ones intellect. Now I have gained a greater understanding of these topics, as well as my teamworking skills being greatly developed. I learned about the importance of communication within a team, and how the lack thereof could lead to unfocused team members, inefficiencies throughout the team and a lack of direction or purpose.  
  
**Realistic identification of potential for future application of teamwork of learning to date**Areas and skills that I wish to develop are my Leadership and Critical Thinking skills. Having good leadership skills is a highly sought-after trait and is vital to the effective performance of any team. I intend of developing this skill by placing myself in any leadership positions in any future class-based tasks. This will work well for me as I believe that the best work to develop any skills is by practice and experimentation.  
Critical Thinking seems to be a very important skill to have when working in teams, as it allows for potential breakthroughs that can move your team closer to their goal. This skill can be easily developed in situations where there is a seemingly impassable roadblock for your team.