SOFT SKILLS - 24EN451,

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UNIT III
TEAM SKILLS

Activities to Improve Team Communication Planning and Creativity

➢Icebreakers to Build Trust and Communication

➢Creative Thinking and Brainstorming Exercises

➢Role-Playing and Perspective-Shifting he teaching process

➢Collaborative Problem-Solving Tasks

➢SWOT Analysis (For Planning and Decision-Making)

➢ Decision-Making Exercises

➢Feedback and Reflection Circles

➢Collaborative Learning and Continuous Improvement

➢Use of Technology to Facilitate Collaboration

Icebreakers to Build Trust and Communication

Activities:

Two Truths and a Lie: Each team member shares three statements about themselves— two truths and one lie. Others guess the lie. This helps team members get to know each other in a relaxed setting.

The Human Knot: Team members stand in a circle, grab hands with two different people across from them, and work together to untangle themselves. It promotes teamwork, communication, and problem-solving.

Creative Thinking and Brainstorming Exercises

Activities:

Mind Mapping: Start with a central idea or problem and let the group add related thoughts, ideas, and solutions on a shared board. This encourages free-flowing ideas and a visual representation of thought processes.

SCAMPER Method: This is a structured approach to creativity, which involves questioning the current product/process with prompts like Substitute, Combine, Adapt, Modify, put to another use, Eliminate, and Reverse. It helps the team think outside the box.

Reverse Brainstorming: Instead of focusing on solutions, have the group brainstorm ways to make the problem worse. Once you understand how to worsen the situation, flip the ideas into solutions.

Role-Playing and Perspective-Shifting

Activities:

Devil's Advocate: Assign someone to argue against the current idea or decision. This forces the team to critically evaluate their assumptions and think through potential flaws or risks.

Role Swap: Team members temporarily take on each other's roles to understand different viewpoints. This helps in planning and decision-making because it forces everyone to consider different priorities and challenges.

Role-Playing

Collaborative Problem-Solving Tasks

Activities:

Escape Room Challenges: Physical or virtual escape rooms require groups to communicate effectively, think critically, and make decisions under pressure. It's an immersive way to build teamwork and problem-solving skills.

The Marshmallow Challenge: Teams are given spaghetti, tape, string, and a marshmallow. The goal is to build the tallest freestanding structure with the marshmallow on top. This promotes planning, iterative thinking, and creativity.

Project Planning Exercise: Present a complex problem (e.g., launching a new product) and ask the team to outline a detailed plan, including timeline, resources, and potential roadblocks. This enhances both planning and communication skills.

SWOT Analysis (For Planning and Decision-Making)

Activities:

Group SWOT Analysis: Split the team into groups and assign each group one section of the SWOT analysis. Have them brainstorm what might apply to the problem at hand, then regroup to discuss the findings. This creates a more holistic view of the situation.

PESTLE Analysis: For external factors that could affect a decision, use a PESTLE (Political, Economic, Social, Technological, Legal, Environmental) analysis. It provides a structured way to look at the broader environment and potential impacts on decision- making.

SWOT

Decision-Making Exercises

Activities:

Dot Voting (Fist to Five): Use this method when you have multiple options and need to narrow them down quickly. Each person is given dots (or votes) and can place them on the options they think are most valuable. After the voting, review the options with the most votes and discuss why they were chosen.

Multi-Criteria Decision Analysis (MCDA): This is a quantitative decision-making tool that helps the team rank different options based on weighted criteria (e.g., cost, feasibility, impact). It helps ensure that decisions are based on clear, objective factors.

Decision Matrix: Create a decision matrix where you list possible options on one axis and decision criteria on the other (e.g., cost, time, quality). Rate each option against each criterion. This can help prioritize decisions.

Feedback and Reflection Circles

Activities:

What Went Well / What Can Improve: After completing a project or activity, hold a debriefing session where team members share things that went well and areas where the team could improve. This ensures continuous learning.

Feedback Sandwich: To improve communication skills, have team members provide constructive feedback using the "sandwich" technique. Start with a positive, then provide constructive criticism, and end with a positive. This encourages an open, balanced exchange.

Retrospective Meetings: Borrowed from Agile practices, these meetings involve the team reflecting on a project or sprint. The group can discuss what went well, what could have been improved, and what actions to take moving forward.

Feedback

Collaborative Learning and Continuous Improvement

Activities:

Knowledge Sharing Sessions: Have team members lead short presentations or discussions on topics they are experts in or passionate about. This promotes continuous learning and can spark innovative ideas.

Innovation Time: Dedicate specific time slots where team members can work on creative projects outside their regular tasks. This allows for idea generation without the pressure of immediate results.

Cross-Training: Encourage team members to learn about other roles or functions within the team. This broadens understanding and improves collaboration when working on projects that involve multiple perspectives.

Collaborative

Use of Technology to Facilitate Collaboration

Tools:

Trello/Asana: These task management platforms help teams organize their projects and deadlines, making planning more efficient.

Slack: A communication platform that keeps the team in sync, fosters informal communication, and can integrate with other tools.

Miro/MURAL: These virtual whiteboards allow teams to brainstorm and visually organize ideas in a collaborative space, making it easier to track progress and create a visual representation of the process.

Use

Thank you