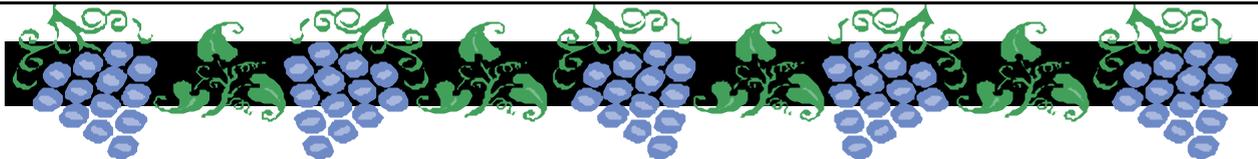


Building your team:

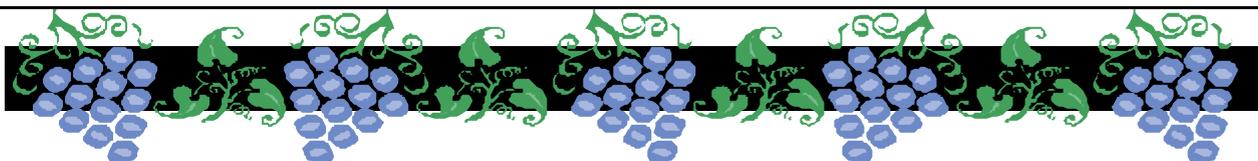
When it works well collaborative learning will run by itself requiring very little intervention. However, even when there is a natural desire from members of a team to come together to discuss, share ideas and work together, it may take some time to establish an effective group dynamic. The following 'recipe cards' may help you to understand the process and sequence of activities in order to assist you to collaborate online.

Adapted from Lisa Hasler-Walters team-building activities 2003



Get acquainted

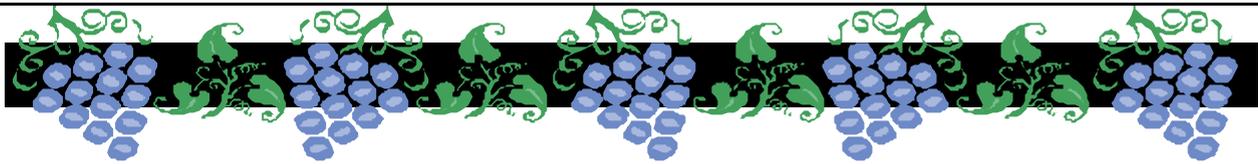
- 🍷 Say who you are; your name, your work, share a personal interest, your cultural background
- 🍷 Say when you're available to work; days/hours/weekends
- 🍷 Tell team members about your computer specification; PC or MAC, connection speed/dial-up/broadband
- 🍷 Discuss your computer skills; graphics, multimedia, authoring, databases, etc
- 🍷 Share your expectations of one another; ask questions about this stage and the project



Communicate

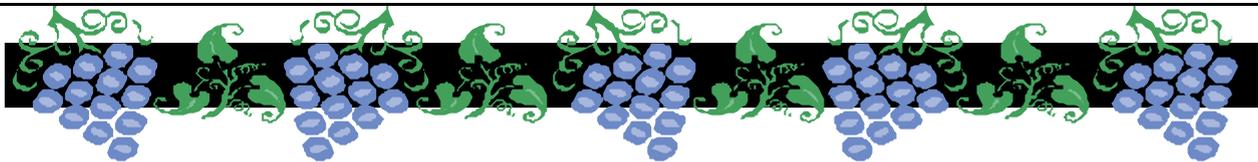
Exchange telephone numbers; be prepared to have a backup communication plan

- 🍷 Agree communication media that is fit for purpose; asynchronous/synchronous tools.
- 🍷 Feedback; respond to others promptly, to a timescale agreed by team members
- 🍷 Ask questions; if you're confused don't wait for someone to read your mind
- 🍷 Be explicit in your statements; explain your thinking to team members
- 🍷 Create your own team 'language'. Develop emoticons and team acronyms see <http://www.astrohoroscopes.com/lifestyle/chathelp.html>



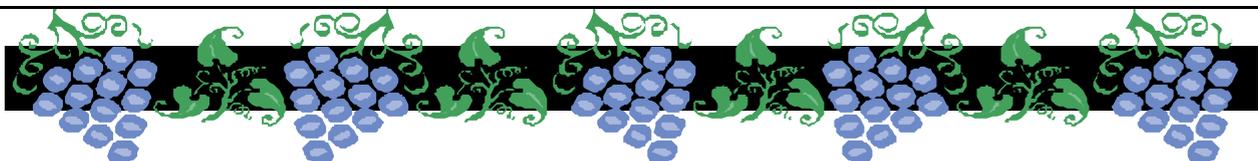
Workflow

- 🍷 Select compatible software or ensure you save in a common format
- 🍷 Use file name protocols such as: report[1].doc, report[2].doc
- 🍷 Agree tracking procedures for newer versions of documents...ALWAYS display dates
- 🍷 Agree workflow patterns. Jeff to Rashida to Cara to Jim



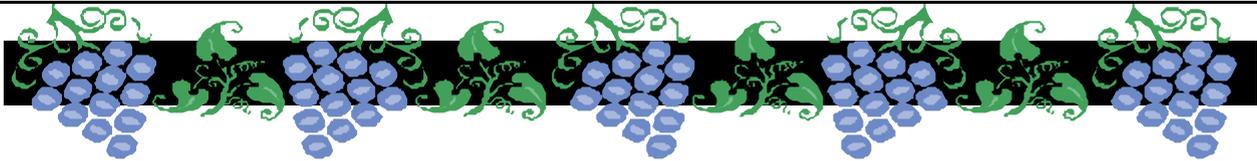
Editing

- 🍷 Agree editing procedures...
- 🍷 Will you:
 - work sequentially and pass the documents person-to-person or,
 - work in parallel where part of a document is worked on by different authors and then assembled or,
 - work together in real time using file sharing software



Objectives

- 🍷 Specific
- 🍷 Measurable; helpful to evaluate progress
- 🍷 Results focused; concentrate on results not on activities
- 🍷 Challenging; setting high expectations that can inspire your team to achieve
- 🍷 Realistic; don't become over optimistic or deadlines may not be manageable resulting in work falling behind and affecting motivation.



Resolve conflict

 Six tips to help conflict resolution (if it occurs!)



 Acknowledge that conflicts exist; don't bottle things up or sidestep issues

 Gain common ground; explore commonality and put aside personal agendas and emotions

 Try to understand all the angles; don't allow status or position cloud the facts

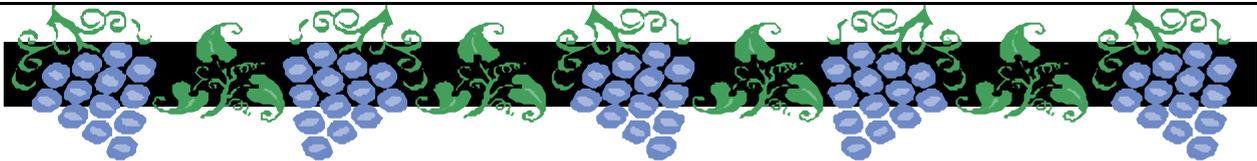
 Attack the issue, not one another

 Develop an action plan

 Don't continue until strong emotions subside. Write down what you want to say, sleep on it and edit in the light of the new day



Try to settle conflicts over the phone or F2F instead of online



Gain consensusinvolves

 Defining decisions

 Gathering information

 Weeding out personal issues

 Agreeing workloads

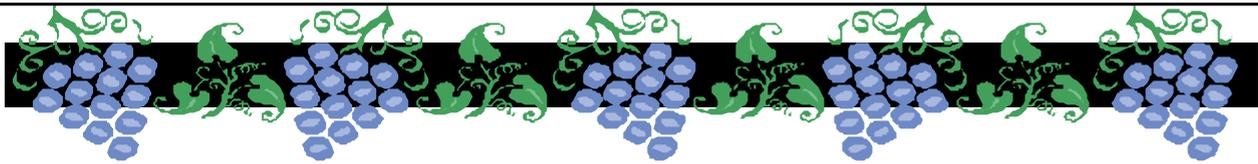
 Sharing your thoughts openly and honestly

 Listening to the views of your team members

 Offering solutions

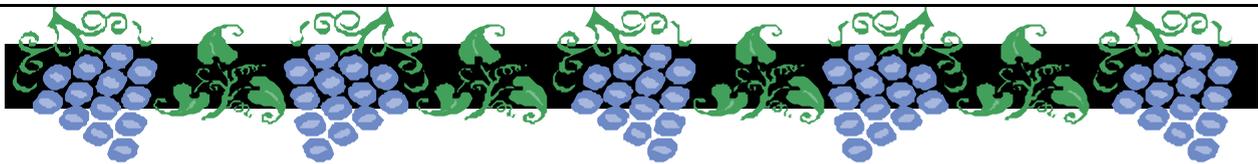
 Sorting thought all concerns and potential solutions before finalizing decisions

 Supporting team decisions and implementing them!



Gaining trust...encourage this by

-  *Keeping team members' interests in the forefront of your mind when working on the project*
-  Being reliable
-  Being honest



Meetings

-  *Start and end meeting on time*
-  Facilitate discussion rather than presiding over it
-  Agree an agenda; set goals of what you'd like to see accomplished to keep on topic
-  Share the agenda responsibilities among team members
-  Appoint time keepers and note takers
-  Rotate roles
-  At conclusion, summarize results. Repeat commitments, deadlines, follow up duties
-  Encourage everyone to participate