**Teamwork**

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| When planning to work together, it’s important to be able to find ways of ensuring a relationship where co-operation is possible. Discuss the following scenarios and come up with ideas of how to solve any disagreement that could happen |
| **POSSIBLE DIFFICULTY** | **POSSIBLE SOLUTION** |
| 1. The responsibilities of everyone in the team are not clear enough. A few team members interfere with others’ work which causes arguments. |  |
| 2. One team member is authoritative and makes all the decisions. |  |
| 3. One team member is often absent. This team member has not finished the tasks on time. This causes ill feeling. |  |
| 4. One team member is lazy and messes about during lessons instead of doing the work. |  |
| 5. Another team listens to your ideas and copies your work. |  |
| 6. The task you’re responsible for is larger than everyone else’s tasks in the team. You suspect you can’t complete the work within the given time. |  |
| 7. The team secretary is meant to keep minutes of what you discuss. This does not always happen and nobody remembers what was agreed in the previous meeting. This causes an argument. |  |
| 8. One person in the team thinks only they can do everything. They constantly criticise other people’s work and make other team members lose confidence.  |  |

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| Create 5 important rules for successful teamwork. |
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