



## The Hong Kong Polytechnic University (PolyU)

# 5" Scenario



# All collaboration activities of the work team

# **Students' response:**

"I have learned communication skills and teamwork."

Teachers can guide students to analyze the response as their personal reflection.



When students' responses are vague and rely on clichés, teachers can guide them to use concrete examples to explain their personal experiences.

Teachers can follow up by asking questions such as:

"What was your role in the team? What role did you play? What are some memorable experiences you've had?"

"Please share how you learned communication skills and teamwork."

"What specific communication skills have you learned? What aspects of teamwork have you learned?"

"What experiences have taught you communication skills and teamwork?"

"What was your role in the team? What has been the biggest transformation?"

Some teams get along well and are more efficient. In some cases, there may be differences in abilities among members, with stronger students taking the lead in teamwork while weaker or less confident students perform simpler, fragmented tasks, resulting in a lack of involvement. Teachers can probe deeper into this issue.

"How did people divide the work and collaborate? Who arranged it? Based on what criteria?"

(To the disadvantaged student:) "Why were you responsible for these simple tasks? Would you like to take on other responsibilities? Why?"

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Teachers can also guide students to reflect on the necessary factors behind effective communication and teamwork, and gaining an understanding of team members and their individual strengths and weaknesses.

### **Useful follow-up questions are:**

"What do you think is the most important factor in communication/teamwork?"

"Why do you think your team gets along well and is highly efficient?"

"What are the strengths/advantages/problem-solving approaches of your team members that are worth learning?"

"What are your strengths/advantages/problem-solving approaches that others can learn from?"

"What are your weaknesses/shortcomings that need improvement?"

"What areas can you improve upon?"

### Good communication skills and teamwork require:

- Mutual trust and respect among team members
- Positive relationships
- Ability to express individual viewpoints clearly and concisely, while also allowing others to express their own perspectives
- Patiently listening and understanding the feelings of team members
- Demonstrating empathy
- Reaching consensus through rational discussions



Students are often required to engage in group activities. Teachers can guide students to reflect on how to apply the experiences and gains from these activities to future learning.

"From this experience, what actions do you plan to take in the future to improve yourself?"
"What specific actions will you take to enhance yourself?"

## **Responses from students can be:**

Be more proactive in expressing personal opinions; patiently listen to team members' opinions; discuss specific plans and division of work before taking action; prioritize gathering relevant information beforehand.



Finally, teachers can guide students to reflect on their feelings about the activity.

"Now, what are your thoughts on this team collaboration experience?"