IO1/A3. TRANSVERSAL SKILLS ENHANCEMENT STRATEGY AND SUPPORTING ACTIONS (TEMPLATE)

SEE FIRST

SEE FIRST

Team work : Collaboration

Authors: European Digital Learning Network

EMPHASYS Centre

TITLE OF THE DELIVERABLE

PROJECT INFORMATION

PROJECT ACRONYM: SEE FIRST

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TABLE OF CONTENTS

Contents

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1. GUIDELINES

GUIDELINES

- Prepare 6 goal cards per skill subcategory. For example, 6 goal cards for Active listening and 6 for Negotiation.
- Fill in all the fields and maintain the formatting and structure
- Each proposed activity should be in a separate card – don't combine 2 activities in one card and don't divide 1 activity into 2 cards.
- To add a new goal card, copy and paste one of the existing goal cards
- At the end of each skill subcategory, prepare 6-8 assessment questions.

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1. Teamwork

1.1.1   COLLABORATION

1.1.2   INTRODUCTION

This will be shown to all the users when they click on one of the skill subcategories. It will appear on the right side of the wheel.

DESCRIPTION OF THE SKILL
Collaboration skills give you the opportunity to work with other people towards a common goal through clear communication, active listening and mutual respect between the team. Working in a team is not as easy as it sounds, it needs understanding of various and different perspectives, managing of priorities and equally divided responsibilities for everyone and meeting of expectations. Its complicated but necessary aspect is the constant contact and exchange of ideas and tasks with other people. Therefore, strong collaboration skills are essential in the workplace.

1.1.2.   GOAL CARDS

Activity 1: The birthday guessing
DESCRIPTION OF THE ACTIVITY
The birthday guessing is a fun, simple and dynamic activity for fostering non-verbal communication and team-building skills. It is in fact a 'silent', 'quiet' activity to be done in groups.
Non-verbal communication is an integral part of overall communication skills. Humans do not only communicate through words but in a variety of ways and modalities. Being aware of non-verbal communication and its strategies can help improve interaction with others and have an efficient hared understanding, which is exactly the purpose of communication.
The information conveyed through implicit messages, intentional or not, expressed through non-verbal behaviours, is part of non-verbal communication. Non-verbal communication includes the following types:
-facial expressions;
-posture;
-eye contact;

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-proxemics;

-para-language,

-Body language and movements,

-physiological indicators;

The spectrum of expression using non-verbal modalities to communicate is very broad and some of it can also depends on the cultural environment: in this case a gesture for instance, being cultural-specific, acquires different meanings in different countries.

Some research shows that actually non-verbal communication is –consciously or not- covers 70 to 80% of the communication!

Gestures, facial expressions, the tone of voices, movements and changes in the body appearance happening during an interaction between two or more people disclose a lot about those people's relationship, while also regulate the flow of information, convey information about their emotional state, provide a feedback to the other person and moreover this whole set of non-verbal conversation reinforce or modify what is said in words.

The activity 'birthday guessing' is based exactly on this ability to use gestures and expression to fruitfully convey a message and collaborate with other people.

The objective of the activity is for the group of players to build a line by lining up the group according to the players' birthdays (month and day).

1.   You have 2 minutes (indicative time)

2.   Communicate your birthday to the rest of the group with gestures, not with words.

3.   Line up between the people that have birthday before and after you.

Cooperation and collaboration as well as non-verbal communication skills are tested and boosted through this fun game.

TYPE OF THE ACTIVITY

Simple activity that can be implemented immediately without requiring the completion of another activity

CONNECTED ACTIVITIES

N/A

TOOLS & RESOURCES NEEDED

A room big enough to allow people to line up

TIME REQUIRED

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30 mins approximately

Number of learners

Minimum of 4

RELEVANT SECTORS

Include one or more sectors to which this skill is relevant. Please choose from the sectors below:
- **Arts**
- **Economics**
- **Education**
- **Law**
- **Management**
- **Medical and Health Care (including veterinary)**
- **Military**
- **Office Administration**
- **Public administration**
- **Social sciences**
- **Tourism**

ADDITIONAL RESOURCES

 https://www.youtube.com/watch?v=IS8ZwrBA0MA

The video above, available on Youtube, shows the experiment done by some young people trying to communicate without any word and their feelings while doing so. A test for Non-verbal communication skills and ability to use body language.

REFERENCE

Bit.Ai Blog, 2020, *50 Best Team Building Activities For Collaboration*, (online). Available at: **https://blog.bit.ai/team-building-activities/** Accessed on 19th February 2021.

Skills You Need. 2020. *Non-Verbal Communication*, (online). Available at: **https://www.skillsyouneed.com/ips/nonverbal-communication.html** Accessed on 24th February 2021.

IMAGE

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https://pixabay.com/illustrations/thumb-high-thumbs-up-finger-hand-1013968/

INTRODUCTION

In this activity you will learn how to foster your collaboration and communication skills through a non-verbal and fun game to be done with your fellow colleagues, peers, learners… guess their birthday without a single word!

Activity 2: The truths and lies game

DESCRIPTION OF THE ACTIVITY

What is true and what is fake? The human being is confronted daily with a complex, multifaceted, constantly evolving reality and must resort to some psychological tools or expedients to simplify it. Those tools are mental schemes, prejudices and stereotypes, for instance.

This proposed activity starts from the assumption that humans do not know reality directly, but in a way mediated by the representations of it.

Mental representations are built starting from reality but do not coincide perfectly with it: they are the result of how people's minds filter the data of experience, depending on the context, on their emotional value, on associations with other information and so on.

This is because the human brain processes an impressive amount of information every moment, not only in a conscious way, but above all on an implicit level, that is, automatic and unconscious.

This 'filtering action' is influenced by many factors: psychological characteristics, cognitive patterns, emotional processes, unconscious mechanisms, cultural and social belonging, etc.

Thoughts, beliefs, opinions and judgments that guide people in dealing with the world are a kind of mental maps.

People need to use mental shortcuts which are simplified evaluation processes allowing judges to act quickly and immediately. These shortcuts include prejudices and stereotypes, which are nothing more than a simplified, but often also distorted, view of reality.

A prejudice is a judgment on facts or people prior to the experience or given in the absence of sufficient data. Such assumption can be more or less wrong, unfavourable or favorable and the activity in question shows exactly this.

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This different and fun game is, at the same time, hence highly educational and a source of profound reflections.

It is a simple and short group game, in which each participant must write three things about themself on a sheet of paper. Out of the three sentences only two are true, while one is completely or partially fake.

Once all the participants have concluded the elaboration of their list, one by one they will have to start reading the written characteristics to the other group members, in such a way as not to make them understand which are the fake ones.

Following each reading, the other team members will have to discuss and decide among themselves which is a truth and which is a lie, in order to try and guess correctly.

At the end of the game, truths and lies can be discovered: each team reveals what is wrong and what is right among the choices and judgements of the competitors and the winner is the group who guessed more and expressed the proper judgement. A short recap of the activity, which is a great way to boost collaboration within a team and to reflect on the possibility of having expressed hasty judgments:

-Two teams of minimum 3 people are created;

-Each team member writes down 3 sentences/affirmation about himself of whom only two should be truth;

-Papers are exchanged from one team to another and read out loud;

-Each team brainstorm and discuss which sentence is true and which is wrong for every single paper;

-the two opponent teams compare their guessing and discover which group had guessed more!

TYPE OF THE ACTIVITY

Simple activity that can be implemented immediately without requiring the completion of another activity

CONNECTED ACTIVITIES

N/A

TOOLS & RESOURCES NEEDED

Pencils and pens, papers

TIME REQUIRED

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40 mins approximately
Number of learners
Minimum 6
RELEVANT SECTORS
Include one or more sectors to which this skill is relevant. Please choose from the sectors below: • **Arts** • **Economics** • **Education** • **Law** • **Management** • **Medical and Health Care (including veterinary)** • **Military** • **Office Administration** • **Public administration** • **Social sciences** • **Tourism**
ADDITIONAL RESOURCES
N/A
REFERENCE
Sunnyway. 2019. *Giochi di collaborazione: 15 idee per fare team building.* (online). Available at: **https://www.sunnywayteambuilding.com/it/news/giochi-di-collaborazione**(Accessed on 18th February 2021) Aielli, S.,2017. *Anatomia del pregiudizio. Preconcetti, stereotipi e pregiudizi sono realmente così dannosi?*(online). Available at: **https://www.psicologa-roma-aielli.it/anatomia-del-pregiudizio-preconcetti-stereotipi-e-pregiudizi-sono-realmente-dannosi/** Accessed on 24th February 2021)
IMAGE
https://pixabay.com/illustrations/ask-asking-guess-business-3070333/

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INTRODUCTION

In this activity you will learn how to foster your collaboration and listening skills through a fun guessing activity to be done with your fellow colleagues, peers, learners… guess truths and lies about each of them assessing your ability to think throughout before judging!

Activity 3: The Match puzzle

DESCRIPTION OF THE ACTIVITY

The activity called 'The Match puzzle' is conceived to encourage communication, stimulate creativity and implement collaborative and persuasive skills among players.

While persuasion is generally seen as a subtle artifice, it may well be seen from a more acceptable side as well. This activity will highlight how good communication, collaboration and creativity are essential to convince and persuade others. When we talk about persuasion, in most cases we think of something manipulative. In reality, persuasion is nothing more than a strategy or a process to obtain approval.

Persuasive communication is the ability to motivate others to listen, to reflect on our reasons without closing down or defending themselves a priori. In persuasive communication, a synergy is created with one's interlocutors who feel understood, at ease, and this allows an agreement to be concluded in an advantageous way. Ultimately, your communication should be coherent with your intentions and this is possible only when you know yourself: knowing how to communicate effectively means knowing yourself in order to better interact with others.

Within this game, participants are divided into teams. Then, each team will be asked to solve a complicated puzzle in the same amount of time. The difficulty and originality of the game lie in the fact that in each puzzle box there will also be pieces needed by the other teams: some of the pieces of each puzzle are mixed with those of the other groups.

Each team, therefore, to complete its work, will have to go and find its missing pieces among the other opposing groups, exchanging them or persuading them to let their group have those missing elements. Each group should hence trade them for some of their own pieces or donating them directly to the opponents.

The game will end when time runs out and the factors that will determine the winning group are:

- The ability to complete your own puzzle in time

- The ability to convince other groups to get your missing puzzle pieces

The Match puzzle is divided in the following stages:

1) creation of groups and allocation of a puzzle box

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2) start of the puzzling

3) chase for missing pieces

4) competition for finishing the puzzle in the given time

This activity stimulates the creativity and persuasive capacity of players; encourage collaboration within a groups and among groups and exercise negotiation and communication skills of the players as for completing successfully the game, you need to use your persuasive skills, have the knowledge of what you need to solve a given situation and be collaborative with your teammates to create a puzzle together.

TYPE OF THE ACTIVITY

Simple activity that can be implemented immediately without requiring the completion of another activity

CONNECTED ACTIVITIES

Negotiation and Attention to details

TOOLS & RESOURCES NEEDED

A puzzle for each group of players of the same difficulty level

TIME REQUIRED

1 hour approximately

Number of learners

Minimum of 6 (3 learners per group)

RELEVANT SECTORS

Include one or more sectors to which this skill is relevant. Please choose from the sectors below:
- **Arts**
- **Economics**
- **Education**
- **Law**

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- **Management**
- **Medical and Health Care (including veterinary)**
- **Office Administration**
- **Public administration**
- **Social sciences**
- **Tourism**

ADDITIONAL RESOURCES

Fernandes, B. 2017. *Collaboration: The new competition* (TEDxHECMontréal 2017)

https://www.youtube.com/watch?v=BEcyzAcFFwU&feature=emb_logo

The video above, available on Youtube, is the speech by B. Fernandes about the importance of closely collaborating in your community even with your competitors in order to reach your full potential.

REFERENCE

Sunnyway. 2019. *Giochi di collaborazione: 15 idee per fare team building.* (online). Available at: **https://www.sunnywayteambuilding.com/it/news/giochi-di-collaborazione** (Accessed on 18th February 2021)

Castello, A., 2020. *Comunicazione e persuasione* (online). Available at: **https://www.psicologiadellavoro.org/comunicazione-e-persuasione/** (Accessed on 22th February 2021)

IMAGE

https://pixabay.com/photos/pieces-of-the-puzzle-mix-hands-592798/
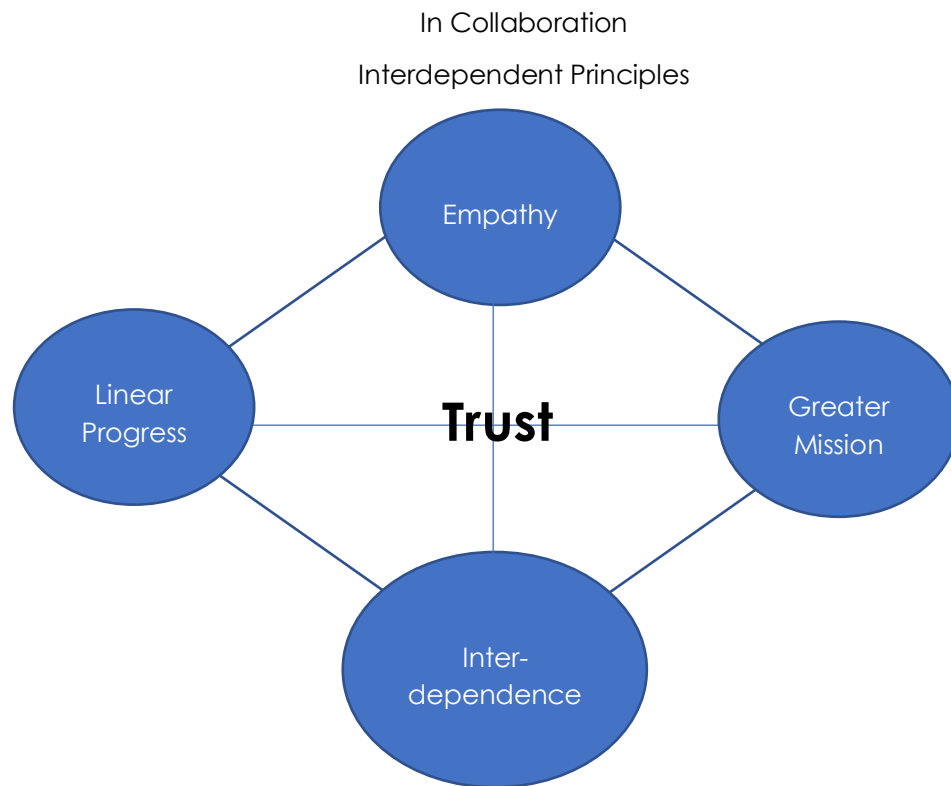
INTRODUCTION

In this activity you will learn how to foster your collaboration, communication and rhetoric skills through a fun activity to be done with your fellow colleagues, peers, learners… compose the puzzle by cooperating within your team and try to get the missing pieces from your competitors!

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Activity 4: Trust blindly

DESCRIPTION OF THE ACTIVITY

People working together for the same goal or outcome cannot do so effectively if they are not trust each other. Trust needs to be evident in all relationships, even in the work environment. Below, you can find a graphic which shows how trust is divided into four principles, which are also the essential ones for effective collaboration.

In Collaboration

Interdependent Principles

Empathy

Linear Progress

Trust

Greater Mission

Inter-dependence

Through the following activity, you will understand more in action these four principles and you will try and win by collaborating with your group.

Blindfold game:
- Create some obstacles with chairs, desks or anything else you may have at your disposal.
- Create two different groups of players.
- **Player A** is blindfolded and is standing at the one end of the classroom. **Player B** is standing on the other end of the classroom and has to give instruction to Player A in order to avoid any obstacles.
- The aim of the game is for Player A to come next to Player B based on Player B's instructions.
- The first team to do so, wins.

This activity can also be done by two people, trying to communicate as Players A and B. The only thing that is missing is the competition between the teams.

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After the game, see the aforementioned four principles and try and think what accounted in your game for each principle:

- **Empathy**: empathy is experiencing something in another's perspective. During the blindfold game, it was about listening actively the instructions while talking in a clear manner.
- **Greater mission**: the group objective has to be prior to the individual ones. In this case, both players had to collaborate in order to win.
- **Interdependence**: each one has the knowledge, the strength or the capacity to do different things, despite levels of hierarchy, therefore, a team has great interdependence. In the game, Player A was dependent on Player B's instructions and Player B was dependent on Player A's interpretations and movements.
- **Linear Progress**: this principle is about getting from point A to point B by following some steps. By trusting co-workers, you trust them to guide you on these steps or give you fruitful feedback. In our case, getting from the one end of the room (point A) to the other end (point B) by following different steps, it was a great example of linear progress.

TYPE OF THE ACTIVITY

Simple activity that can be implemented immediately without requiring the completion of another activity

CONNECTED ACTIVITIES

Any activities that should be implemented before this activity.

TOOLS & RESOURCES NEEDED

Objects as obstacles (desks, chairs etc.)

TIME REQUIRED

30-40 min

Number of learners

2+

RELEVANT SECTORS

Include one or more sectors to which this skill is relevant. Please choose from the sectors below:
- **Agriculture**
- **Culinary arts**
- **Economics**

- **Education**
- **Engineering**
- **Management**
- **Military**
- **Office Administration**
- **Public administration**
- **Sports**

ADDITIONAL RESOURCES
N/A

REFERENCE
Bit Blog. 2020. *50 Best Team Building Activities For Collaboration*. [online] Available at: <https://blog.bit.ai/team-building-activities/> [Accessed 16 February 2021]. Mertz, J., 2013. In Collaboration We Trust. [online] Thin Difference. Available at: <https://www.thindifference.com/2013/04/in-collaboration-we-trust/#:~:text=At%20the%20core%20of%20collaboration,quickly%20and%2C%20sometimes%2C%20irreparably> [Accessed 16 February 2021].

IMAGE
https://www.pexels.com/photo/fashion-man-person-sunglasses-6608952/

INTRODUCTION
Look around you. Can you trust the people standing next to you blindly? Let's find out!

Activity 5: Open mindedness

DESCRIPTION OF THE ACTIVITY

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Collaboration is not just having people of different profiles, backgrounds and experiences working on a project or discussing in a meeting. Then, the answer for collaborating well is not just diversity or acceptance of what it has been said. The key ingredient for effective collaboration between a group of people is to be open minded.

However, many times collaboration may not work due to the lack of open minded people. In its place, many situations are present with at least one of the four main profiles of people:
- **The one with strong ego**: someone that is so strongly opinionated and needs to be always right
- **The insecure one**: someone who believes that they do not have something to offer or that their opinion is not as valued as the others, therefore agrees with everything and doesn't contribute with ideas.
- **The judgmental one**: someone who loves to find doubts or flaws in every new idea.
- **The one with personal likes and dislikes:** someone who lets personal feelings get in the way of their work.

Therefore, open mindedness is a key element for the right collaboration as it can eliminate the four aforementioned profiles of people. With the following activity, try and see how open minded you truly are.

In groups:
- Create two different groups. Each group should have two members.
- Each group decides a topic of which they will find photos online. (it can be as simple as you want, e.g. from a tree to as complicated as you want, e.g. laughing kids playing on the playground).
- Then, each member of the group has 3 minutes to find the best photo. Photos should be found on content free websites such as pixabay.com, unsplash.com, pexels.com etc.
- The group members exchange their photos and have to debate that this new picture is the best one instead of their own.
- Try to find arguments until you can no longer contradict what the other person says.
- The first person to give up, loses.

In this activity, you were trying to favour a photo, or more generally an idea that was not yours. Therefore, from the beginning you were challenged to be open minded and try to see what the other person found in this picture and the reasons why they chose it. Was it difficult for you to do so?

Keep in mind that you have to do the same thing whenever a new idea comes in front of you. Doubt yourself in regards to your perspective and try to find the positive parts of other person's ideas or opinion.

TYPE OF THE ACTIVITY

Simple activity that can be implemented immediately without requiring the completion of another activity

CONNECTED ACTIVITIES

N/A
TOOLS & RESOURCES NEEDED
Websites that offer images (don't forget to be copyright free) like pixabay.com, unsplash.com, pexels.com etc.
TIME REQUIRED
30-40 min
Number of learners
2+
RELEVANT SECTORS
Include one or more sectors to which this skill is relevant. Please choose from the sectors below: **Arts**   **Culinary arts**   **Economics**   **Education**   **Engineering**   **Informatics**   **Law**   **Management**   **Social sciences**
ADDITIONAL RESOURCES
Links to videos, files, articles, etc. that could be helpful.   Please include a link and a short description of each resource.
REFERENCE
Maley, M., n.d. Collaboration – Why You May Be Doing It Wrong. [online] Articulate Persuasion. Available at: <http://articulatepersuasion.com/being-open-minded/> [Accessed 17 February 2021].

IMAGE
https://www.pexels.com/photo/white-quote-paper-cutout-1111370/

INTRODUCTION
"A mind is like a parachute. It doesn't work if it is not open." – Frank Zappa. Try this activity to improve your open mindedness.

Activity 6: Once upon a time
DESCRIPTION OF THE ACTIVITY
Adaptability has been one of the main skills that employers search for their employees. However, what does adaptability means? Is its definition "just go with the flow", or saying "yes" to everything? No. Adaptability is a step further than being flexible. It is about being open to new things, even if this means leaving your comfort zone, and about learning new things not only. Its main three components are: - To adjust your thinking based on a change   - To manage your emotions and responses based on a change   - To change your behaviour based on a change   But is it a skill that will affect you on a personal level? This is actually where collaborative adaptation is the most suitable. It is the act of being open to change while working in a team. Having people in your group that endure change, whether it is a change of plans, deadlines, policies or members, means that it will probably be successful in the long-term. After a project, an event or a teamwork activity, it is wise to have a meeting in order to evaluate what needs improvement and how to do so on a personal or a team level. However, to witness or work in an environment elaborated with this concept, you first need to develop your own adaptability skills.   Try this simple but really interesting activity in order to see how collaborative adaptability works and how adaptable you are.   - Log in to your Gmail account   - Log in to your Google Drive account   - Create a Google Document   - Make it sharable to all your friends/ classmates   - All of you enter the document with your different accounts   - A person is responsible to start the story with an interesting plot sentence e.g. "No one was expecting to see what they saw when they opened the door", "It's the year 2070. The sun is closer than ever", "He drove to the address that he had found on a piece of

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paper in his pocket and when he arrived, he looked around him. He was amazed by…".
- Then, one after the other, all participants write a sentence in order for the story to continue.
- Your sentence can be funny, mysterious or ironic, anything you want. However, the important part is that it is based on the previous one and that it makes sense with the whole story that is being unravelled in front of you. Can you adapt your thoughts for this collaborative task?

This is just one step towards being more adaptable. However, it is important to go a step further, to try learn new skills outside your comfort zone. After all, in a world full of change, "it is not the strongest of the species that survives, nor the most intelligent, it is the one that is most adaptable to change" (Charles Darwin).

TYPE OF THE ACTIVITY

Simple activity that can be implemented immediately without requiring the completion of another activity

CONNECTED ACTIVITIES

N/A

TOOLS & RESOURCES NEEDED

Personal emails and Google Document on Google Drive

TIME REQUIRED

30-40 min

Number of learners

2+

RELEVANT SECTORS

Include one or more sectors to which this skill is relevant. Please choose from the sectors below:
- **Economics**
- **Education**
- **Engineering**
- **Informatics**
- **Law**

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- **Management**
- **Office Administration**
- **Social sciences**
- **Sports**

ADDITIONAL RESOURCES

https://www.youtube.com/watch?v=Wur3RaGNRS8

An interesting video of TEDx Talks by Jennifer Jones about change and how we can improve our ability to adapt.

REFERENCE

Bryant, F., 2020. *3 Ways to Improve Your Adaptability and Manage Your Life | Evernote Blog*. [online] evernote.com | Blog. Available at: <https://evernote.com/blog/improve-adaptability-manage-your-life/> [Accessed 18 February 2021].

Prince, E., 2019. *Personal development: how to increase your adaptability*. [online] TrainingZone. Available at: <https://www.trainingzone.co.uk/deliver/coaching/personal-development-how-to-increase-your-adaptability> [Accessed 18 February 2021].

IMAGE

https://www.pexels.com/photo/smart-woman-with-book-looking-at-camera-3807859/

INTRODUCTION

Does being adaptable actually mean "going with the flow"? Click to find out more!

ASSESSMENT

1) Persuasion entails always manipulation?
    a)TRUE
    b) FALSE
    c) Depending on the goal the persuader wants to achieve

2) To reach your full potential you should:

a) always share your workload seeking help from others

b) closely collaborate within your community (competitors included)

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c) jeopardize your competitors' credibility by inventing stories about them

3)Paying attention to overall communication, both verbal both non-verbal, is key to get the message:

a)   Yes, since almost 80% of the message is given through non-verbal signals

b)   No, since body language plays a key role only in some cultures and countries

c)   No, since non-verbal expression is used only between people who are good friends

4) Prejudices, stereotypes, simplifications and other mental tools help humans processing reality and acting quicker:

a) TRUE, they act as 'shortcuts'

b) TRUE, but only when they are unconscious

c) TRUE, especially for older people or uneducated ones

5)There are four principles for collaboration: trust, interdependence, linear progress and empathy.
   a) True
   b) False

6)Open mindedness is often prevented due to four main behaviors:
   a) Insecurity, egoism, personal taste and curiosity
   b) Insecurity, egoism personal taste and judgment
   c) Insecurity, egoism, personal taste and stubbornness

7)It is better to evaluate a team's adaptability:
   a) Before an event, a project or any teamwork activity
   b) While an event, a project or any teamwork activity
   c) After an event, a project or any teamwork activity

8) Collaborative adaptability can be improved only by team effort
   a) True
   b) False