SKILL TREE™

10: *The Power of Teamwork*

13–16 ADULT

A Lesson on Collaboration, Contribution, and Building a Competitive Advantage with Others

Introduction for the Facilitator

In every career, **teamwork** is not optional. It's essential. Most goals, projects, and challenges can't be accomplished alone. Knowing how to work with others effectively is one of the most impactful professional skills an individual can bring to the table.

This lesson reframes teamwork as a source of **personal competitive advantage**, not just a group obligation. Learners explore how to contribute with confidence, communicate clearly, navigate conflict, and play their role...while also supporting the bigger picture. Good teamwork isn't about agreeing all the time. It's about aligning effort with shared purpose and mutual respect.

Whether a learner is managing a group assignment, co-leading a job site, or training alongside others, these collaboration skills make a powerful difference.

This lesson will promote stronger teamwork skills in adult learners of all ages and includes:

- **A relatable Scenario to highlight teamwork in a real-life situation**
- **8 Guided Group Discussion Questions with follow-up questions**
- **8 Journal Prompts to reflect on what makes teamwork important**
- **8 personal Skill-Building Strategies**
- **A printable Action Planner for reflection and application**

CAREER TREE®

AUTHORED BY markcperna

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Scenario: The "Do-It-All" Teammate

Marcus, 23, is in a workforce development program for IT support. During a group project to troubleshoot a simulated system crash, he finds himself doing everything—writing the code, documenting the solution, and presenting the results.

Afterward, his instructor says, "You nailed the tech, but you missed the teamwork. You didn't let others contribute."

Marcus realizes that being great individually isn't the same as building great results together. He learns that trusting the team is part of the work.



Guided Group Discussion Questions

1. **What does great teamwork look like in your world: school, training, or the workplace?**
   Follow-up: What are the signs it's going well?
2. **What makes teamwork hard sometimes, even with good people?**
   Follow-up: What's one thing that helps keep teams on track?
3. **How do individual strengths and roles contribute to strong team results?**
   Follow-up: Why does that matter for fairness and efficiency?
4. **Why is teamwork a key part of someone's personal competitive advantage?**
   Follow-up: How does it affect hiring, leadership, or advancement?
5. **What are some unhealthy habits that damage teamwork and how do you avoid them?**
   Follow-up: What have you learned from past team struggles?
6. **How do you handle it when someone isn't pulling their weight or is taking over?**
   Follow-up: What's a respectful way to address it?
7. **What's your natural role in a team: leader, support, idea person, organizer?**
   Follow-up: What role would you like to grow into more?
8. **What's one strategy that could improve teamwork for your next group project or work task?**
   Follow-up: What would success look like?

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Journal Prompts

1. **Describe a time when your team worked really well together. What made it work?**
2. **Think about a team you were part of that struggled. What would you do differently now?**
3. **What does "doing your part" look like on a team?**
4. **What team role comes naturally to you, and which one stretches you?**
5. **What does respect look like when people have different ideas, styles, or paces?**
6. **How do you balance leading and following in a team setting?**
7. **What team skill do you want to build to strengthen your competitive advantage?**
8. **How do you want to feel when you work with a team? What would help create that?**

Skill-Building Strategies

1. **Team Role Reflection:** Identify your natural team role and one role you want to grow into.
2. **Collaboration Contract:** Set group norms at the start: "We agree to..." (e.g., show up, share tasks, check in weekly).
3. **Support Rotation:** Each week or project phase, rotate roles: leader, note-taker, communicator, presenter.
4. **Check-In Circles:** Start each team meeting with a quick check-in: "What's going well?" "What's a blocker?"
5. **Feedback Loop Practice:** Give and receive feedback weekly using respectful sentence starters.
6. **Contribution Tracker:** Use a simple grid to track who's doing what and notice patterns.
7. **Celebrate Small Wins:** Pause to acknowledge teamwork moments ("Great communication today," or "Thanks for jumping in").
8. **Conflict Reset Plan:** When tension rises, pause and agree to re-center: "Let's reset with the goal in mind."

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Reflect and Prepare

Name:

What Is Teamwork?

Teamwork means working together toward a shared goal: bringing your best, supporting others, and growing together. It builds trust, impact, and your personal competitive advantage.

Why This Matters to Me

Why is teamwork important for your education, job, future lifestyle, or career success?

_____

_____

_____

_____

_____

_____

My Teamwork Strengths and Stretches

What I bring to a team: _____

What I want to get better at: _____

What gets in the way sometimes: _____

Belief Shift

Circle or write a belief to guide your growth:

"Teamwork multiplies results."

"I don't need to do everything to lead."

"Every voice brings value."

"Strong teams build strong futures."

Other: _____

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Teamwork Practice + Progress

Name:

My 28-Day Teamwork Focus
What will you practice to strengthen your teamwork?

Where will this take place? _____
How will you measure or reflect on growth?
❑ Team feedback ❑ Self check-in ❑ Journal ❑ Contribution tracker

Restart Plan
When teamwork gets tense or off track, I will:
❑ Ask a clarifying question
❑ Name the goal we're all working toward
❑ Use my anchor phrase: "Same team, shared win."
❑ Other: _____

Weekly Reflection Prompts
1. What went well in teamwork this week?

2. What challenged our collaboration and how did we respond?

3. What role did I play, and what impact did I have?

4. What would make next week's teamwork even stronger?

28-Day Teamwork Tracker

Teamwork focus habit: _____

Week 1 ❑ ❑ ❑ ❑ ❑ ❑ ❑
How did week 1 go? Circle one word:
✔ Supportive ✔ Disconnected ✔ Engaged
✔ Helpful ✔ Balanced ✔ Growing

Week 2 ❑ ❑ ❑ ❑ ❑ ❑ ❑
How did week 2 go? Circle one word:
✔ Supportive ✔ Disconnected ✔ Engaged
✔ Helpful ✔ Balanced ✔ Growing

Week 3 ❑ ❑ ❑ ❑ ❑ ❑ ❑
How did week 3 go? Circle one word:
✔ Supportive ✔ Disconnected ✔ Engaged
✔ Helpful ✔ Balanced ✔ Growing

Week 4 ❑ ❑ ❑ ❑ ❑ ❑ ❑
How did week 4 go? Circle one word:
✔ Supportive ✔ Disconnected ✔ Engaged
✔ Helpful ✔ Balanced ✔ Growing

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