

## Teamwork Techniques

### Lesson Plan:

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**Duration:** 50 Minutes

**Teaching Method:** Lecture/Discussion

**References:** Student Guide & Slide Presentation

**Teaching Aids/Handouts:** Student Guide & Slide presentation

**Reading Assignment:** Student Guide

**Lesson Objective:** Comprehend the importance of teamwork in unit command.

### Desired Learning Outcomes:

1. Describe the concept of teamwork.
2. Discuss the importance of teamwork and cite specific examples of effective teamwork.
3. Explain different ways to encourage teamwork and build team spirit.
4. Discuss how to maintain teamwork and unit cohesion, once it is established.

### Lesson Strategy

The purpose of this segment is to get commanders thinking in terms of the group effort, or the team. Teamwork will be defined in common terms, and the case will be made to encourage the group effort at the unit level. Finally, several simple concepts and techniques will be discussed to build teamwork within the unit.

Emphasis should be placed on the concepts themselves. Students should know the reasons why they need to instill a sense of team and how they can achieve this, in a practical way.

Though the presentation is a lecture format, use questions from your own experience and some of your own examples to foster discussion. The students may learn more in this segment when they begin making the connections on their own. Do not be afraid to ask "Why?" questions to comments students provide.

# CAP Unit Commanders Course: Director/Instructor Guide

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Remember this is a basic level course; the main focus is on common sense concepts and practical application.

The teaching outline provides an introduction, outline of the main points, and a conclusion to be adapted as required to meet the needs of a particular wing. The presenter should personalize the lesson to reflect the unique characteristics of the wing.

## Lesson Outline:

### MAIN POINTS:

- I. The concept of teamwork.
- II. Importance of the group effort.
- III. Team building technique.
- IV. Maintaining teamwork and unit cohesion.

## Teaching Plan

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**Lesson Objective:** Comprehend the importance of motivation in unit command.

Discuss the importance of teamwork and identify techniques to encourage teamwork within your unit.

### ATTENTION:

There is much truth to the old sports cliché, “There is no ‘I’ in ‘Team.’” It is no secret that when people work together, time moves faster, things are done quicker, and with higher quality.

### MOTIVATION:

As a commander, achieving a sense of team within your unit will make your life a lot easier. Not just because it lessens the time you may spend as a referee, but also because it increases unit efficiency and makes the time your people spend together more pleasant. When your people go off in many different directions without a unified goal, nothing is achieved. It is only when people work together with a single goal that results are produced.

### OVERVIEW:

Over the next several minutes, we’ll talk about how promoting teamwork can help you. We’ll look at some basic teambuilding techniques, and take part in a simple exercise to help you highlight the effective teams that you’ve been a part of and identify what made those teams so effective.

**TRANSITION:**

STATE: Inherent in any effort to build a more efficient squadron is the importance of building the team. The unit must become as one to be effective.

## Main Points:

**MP I. The Concept of Teamwork**

The concept of teamwork is extremely important to the success of any squadron. All commanders talk about working as one unit, as a unified team. Teamwork and unselfishness create the backbone of a great unit, without them a team cannot realistically meet the requirements of the Civil Air Patrol's Missions. You can have a group of superstars, but if they do not work well as one unit, chances are they are not going to live up to their potential. The team working as one cohesive unit is going to be much more successful.

**MP II. Importance of the group effort**

- A. Discuss why a group effort is important.
  - 1. Synergistic effect
  - 2. Gets more done faster
- B. Describe how important it is to the unit commander.
  - 1. It's very important; it is the ultimate force multiplier.
- C. Historical Perspective - Example:
  - 1. The team: America during WWII
  - 2. The coach: President Franklin D. Roosevelt
- D. What it means to you:
  - 1. The commander is the coach of the team.
  - 2. But since units are not teams automatically, the commander must make the unit into a team.

**MP III. Team building techniques**

- A. The basic foundation for motivation.
  - 1. Maslow's hierarchy of needs
- B. Definition: a group is a collection of people; the binding agent is a purpose, task, or event a team is a group taken to a higher level.
- C. Teamwork Don'ts.
  - 1. Don't micromanage.
  - 2. Don't withhold information, or work around members.
- D. Teamwork Do's:
  - 1. Articulate a goal everyone can identify with.
  - 2. Provide a plan or job for each member.
  - 3. Provide a mechanism for communication.
  - 4. Create an environment conducive to work.
  - 5. Provide effective feedback.
  - 6. Provide motivation.

### **MP IV. Maintaining teamwork and unit cohesion**

- A. Use the team, exercise it.
- B. Avoid having one or two members constantly support the team.
- C. Handle problems within the team quickly and fairly.
- D. Remember that building a team is an ongoing process.
- E. When possible, communicate with the smaller teams in the unit by using their team leaders:
  - 1. Flight commanders.
  - 2. Team leaders.
  - 3. Board chairpersons.

### **QUESTION AND ANSWERS:**

Use the suggested questions to facilitate the discussion, and field any questions that the students may have.

## Lesson Summary:

### **SUMMARY:**

Promoting teamwork can help you make the time your people spend at the unit more effective because they will work together to more effectively achieve unit goals.

### **REMOTIVATION:**

In order to effectively accomplish unit objects as well as the missions of CAP, a commander must be able to consistently produce a unified team effort. Teamwork is a way to make everyone's job easier; it's a force multiplier, not simply another layer of bureaucracy. Treat it as such!

### **CLOSURE:**

Teamwork is the ultimate force multiplier and provides greater capability to accomplish the missions of CAP.

### Suggested Questions:

1. **How would you describe the term “Teamwork?”**

Answer: May vary, but look for: “Teamwork” is a cooperative or coordinated effort on the part of a group of persons acting together as a team or in the interests of a common cause; or simply, work done with a team.

2. **Why is teamwork important to your local squadron?**

Answer: Teamwork is important because of its synergistic effect and the enhanced capability it provides, through a unified effort, towards achieving squadron goals.

3. **List ways a commander may enhance teamwork in the unit:**

Answer:

1. Articulate a goal everyone can identify with.
2. Provide a plan or job for each member.
3. Provide a mechanism for communication.
4. Create an environment conducive to work.
5. Provide effective feedback.
6. Provide motivation.

4. **What should a commander avoid when utilizing teams?**

Answer:

1. Don't micromanage.
2. Don't withhold information, or work around members.

Field any other questions that the students may have.