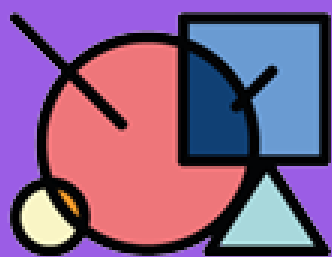




# MICRO TASKS



S4B

**Note to user:** After familiarizing with each video pill, the user will be provided with the opportunity to perform several tasks/activities/games in order to practice and further develop the respective skill.

## Teamwork

### Collaborative Reflection Board

#### MICRO TASK NUMBER: 3

#### 01 What are the objectives of the task?



The objective of the Collaborative Reflection Board micro-task is to foster teamwork skills in teachers by engaging in regular reflective practice and promoting self-awareness. Through self-reflection and self-assessment, educators will gain valuable insights into their teamwork behaviors and identify opportunities for improvement.

#### 02 What will teachers learn?



- Self-reflection: Teachers will learn to reflect on their actions, decisions, and interactions with colleagues.
- Identifying areas of improvement: The micro-task will help educators identify areas where they can enhance their teamwork skills.

The Collaborative Reflection Board offers the following benefits:

- Increased self-awareness: By engaging in self-reflection, teachers will

gain a deeper understanding of their strengths and areas for improvement.

- Improved team dynamics: As educators work on their teamwork skills, the overall team dynamics will strengthen.

## 03 Tasks and procedure



**Step 1: Set up your board** - Create a physical or digital "Collaborative Reflection Board." This could be a bulletin board, a digital note-taking app, or a dedicated section in your planner or journal.

**Step 2: Daily reflection** - At the end of each day, take a few minutes to reflect on your interactions with colleagues, the decisions you made, and how you contributed to team efforts.

**Step 3: Self-assessment** - Use the reflection to assess your teamwork skills. Identify moments when you effectively collaborated and areas where you could improve.

**Step 4: Record insights** - Record your insights on the Collaborative Reflection Board. Write brief notes or use symbols to represent different aspects of your teamwork experiences.

**Step 5: Weekly review** - At the end of each week, review your entries for the week. Look for patterns or recurring themes in your reflections.

**Step 6: Set improvement goals** - Based on your reflections, set specific goals for enhancing your teamwork skills. These could be small actionable steps that you can take to improve. For example:

- Active listening: Enhance my active listening skills by maintaining eye contact and providing verbal cues to show that I am fully engaged in conversations with colleagues.
- Empathy: Practice empathy by putting myself in my colleagues' shoes and considering their perspectives before responding or making decisions.



- **Constructive feedback:** Improve my ability to provide constructive feedback by offering specific and actionable suggestions in a supportive and non-judgmental manner.
- **Conflict resolution:** Develop strategies for effective conflict resolution, such as seeking common ground, finding win-win solutions, and addressing concerns promptly.
- **Time management:** Work on managing my time more efficiently to ensure I can actively contribute to team discussions and collaborative projects.
- **Appreciation and recognition:** Cultivate a habit of expressing appreciation and recognition for my colleagues' efforts and contributions regularly.
- **Initiative:** Take the initiative to suggest ideas and solutions during group discussions and actively participate in brainstorming sessions.
- **Flexibility:** Practice flexibility and adaptability when faced with unexpected changes or challenges in collaborative projects.
- **Delegation:** Learn to delegate tasks and responsibilities effectively within the team, taking into account each member's strengths and expertise.
- **Active participation:** Commit to being an active participant in team meetings, offering insights and ideas that contribute to the overall success of the group.

**Step 7: Celebrate progress** - Celebrate your achievements in working towards better teamwork skills. Acknowledge your growth and any positive changes you notice.

**Step 8: Continue the practice** - Make reflective practice a habit. Regularly update your Collaborative Reflection Board and keep track of your journey towards improved teamwork.

Conclusion:

The Collaborative Reflection Board micro-task provides a practical and individual approach to developing teamwork skills. Embrace this micro-task as a means to strengthen team dynamics and enhance your contributions to collaborative efforts. As you continue to engage in this reflective practice, you will foster a culture of continuous improvement and teamwork within yourself and your educational community.