**Daily Lesson Plan - 4/5**

Week 4

Day 5 - mini lesson - What’s working and not working in teams?

Materials Needed:

Flip Chart Paper or sticky notes

Organizational Chart of teams

Length of Lesson: less than 1 day

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| **Minutes** | **Activity** |
| *Guidance* | *Not all Specialists do this, but you can use this activity at any time to reinforce the success of your teamwork as well as to address any issues. IMPORTANT! Don’t wait until you think there is a problem to facilitate an activity like this one. After five days of working in your PBL, if you have not actually discussed issues of what is working and what is not working, then do take time for this conversation. This conversation can be made in small, team groups--with the major, class-wide issues being brought up anonymously-- or they can be facilitated with the entire group.* |
| Introduction  5 minutes | Periodically I like to touch base with teams so they know what is working well and what can be improved. To do this, I like to share the stages or life cycle of teams |
| 5 minutes  Stages of a team | <https://www.mindtools.com/pages/article/newLDR_86.htm>  Tuckman’s stages of a team  Make a handout, find one online - whatever works. You may already use this.  **Forming** - when teams are set up, that is the “forming” stage. No one knows one another. The leader might be a little more controlling, but that’s not the goal. Ultimately you want to work together as a team.  **Storming** - happens because people step on each other. They work differently, they don’t always realize they hurt feelings. It’s important to know that storming is a natural part of a team -- but you don’t want to stick here too long because storming interferes with your success.  **Norming** - Norms are rules. Sometimes teams make up actual rules (give class examples, like the discussion ball or the team meetings) I like to start here with the discussion because I already see things that are working well in our groups.  MindTools says “Performing”, but I like the word “**Soaring**” -- that’s when you really get moving. In the next couple of weeks we will see a lot more of this.  The last stage is Adjourning or **Closing**. We’ll do that when our project ends. |
| What’s working and what’s not working?  10 minutes | Have two flip charts or draw a line down the center of the white board. On the left write WORKING on the right write NOT WORKING  Ask students to share what is working for them personally on their team (not what is working for someone else or for another group). Start with the “What’s working in your group” side and list SPECIFICS of what someone is doing. You can use names here, but note that it is about what they do, not about personality.  When ready, facilitate the What’s not working side. In this case, the person needs to say, “\_\_\_\_\_\_\_\_\_\_\_ isn’t working because \_\_\_\_\_\_\_\_\_\_” in the second blank they should share why it is important for this issue to be fixed. Don’t work to solve the issues just yet because you wind up missing other issues that aren’t working. List all the “not working” issues on the flip chart before you discuss solutions. If you MUST write a solution, put it on a separate flip chart write SOLUTION? And write a keyword or phrase, but immediately go back to writing the issues of concern. |
| Solutions discussion (if time) | *I usually take the easiest issues to solve first.* Take action by writing up a commitment or rule (or norm) or adjusting the timeline. Checkmark those issues that are solved. Leave unchecked any issues not solved.  *I like to wait until the next day to tackle solutions to the most difficult challenges. This gives a chance for ideas to incubate and often someone will come in with a solution that can be discussed. Don’t rush to solve the problem for the group. Let them come up with ideas -- even if ultimately the idea doesn’t completely solve the issue immediately.* |
| Review/Preview | Today we talked about what’s working and what’s not working in our PBL. It’s really important to focus both on what is working well as well as what is not working. Every team has things that are working and every team storms. Storming is normal. But we want to get to the SOARING stage. No one can do this on their own. We have to do it together.  *If more issues need to be resolved, talk about when this will be discussed/solutions selected.* |