WORKING WITH OTHERS - HANDOUT

REFLECTING ON OUR EXPERIENCE OF WORKING WITH OTHERS

Part 1: Personal Reflection

- What is your most positive experience of working with others in a collective unit? What made it so successful?
- What is your most unhappy experience of working with others? Why?
- Based on the above reflection, write down in your journal the attributes that made these units successful (or not).

Part 2: Sounding out and gathering input

In your small groups, gather in two columns your collective answers. Based on your collective positive and negative experiences, what are some do's and don'ts for working together?

Consider the list that your group has developed.
- What elements did others add that you have not originally thought of? Where did you personally focus your attention?
- Which of the attributes you highlighted are more task/efficiency-oriented? Which of them are relationship/people-oriented? Try to separate the factors into two types: people-related factors and process related factors. (See example below)

Do's for working together	Don'ts for working together
People-Related Factors: ● ● ●	People-Related Factors: ● ● ●
Process-Related Factors: ● ● ●	Process-Related Factors: ● ● ●

FROM REFLECTION TO ACTION

- What insights are arising?
- What actions and guidelines does this discussion point towards?
- What is one thing do you commit to experiment with in your team/group following this exercise?

When working together fails

As highlighted before, many problems in our groups and teams stem from relational factors (challenges between individual due to personality clashes, values, expectations,...) while others are more linked to group processes. The elements in the below table are not exhaustive but can help as an assessment when working together becomes difficult.

Question	Answer
Did we take the time to get to know each other as individuals?	☐ Yes ☐ No
Did we agree on some ground rules and values that guide our interactions as a group?	☐ Yes ☐ No
Are specific roles and tasks agreed upon and delegated to group members equally?	☐ Yes ☐ No
Are we ensuring mutuality in the group (*or are their members who take space more than others*)?	☐ Yes ☐ No
Are we all contributing to the discussion *(or are we dismissing, ridiculing or avoiding some contributions)*?	☐ Yes ☐ No
Do all members find their presence in the group meaningful? Do they have something to contribute?	☐ Yes ☐ No
Do group members take the initiative to start a discussion or initiate a project? Do they feel safe in doing so?	☐ Yes ☐ No
Do we listen to each others?	☐ Yes ☐ No
Are the purpose and agenda of our meetings clear?	☐ Yes ☐ No
Do we start and finish our meetings on time?	☐ Yes ☐ No
Do we agree on deadlines and accountabilities?	☐ Yes ☐ No
Do we keep record of what we have agreed upon and by when?	☐ Yes ☐ No
Do we keep each other accountable?	☐ Yes ☐ No
Do we allocate a chair/facilitator for each meeting?	☐ Yes ☐ No
Do we challenge each others' comments/assumptions when appropriate (or is there a lot of unspeakable or group think dynamics)?	☐ Yes ☐ No
Is the atmosphere clear from unhealthy tension, negative charges or resentment?	☐ Yes ☐ No
Is tension properly addressed in our group?	☐ Yes ☐ No