# 8420 FORMATIVE ASSESSMENT WORKBOOK

Exercise 1: SO5, SO 1 group discussion

* In a group, draw up a list of what you think are the five most important aspects of teamwork. Ideas must be ranked in order of importance, i.e. most important No. 1.
* Share those ideas and lists to decide on the most common ideas. In other words end up with the class’s ideas and ranking.
* Choose any team that you know about and identify the purpose of the team. This can be any team that you are familiar with: at home, school church or any other team.
* In class you are involved in groups to complete the assessments. Discuss the purpose of the study group.

Exercise 2: SO1: group research and individual activity

Each group will get a different subject to research and do a presentation to the rest of the class. If you are employed, research the following teams in your workplace, or if you are unemployed, discuss the following teams with team members and team leaders who are employed:

* How is the team organised: number of members, leader, role rotation?
* What are the goals of the team?
* What working relationships exist in the team?

Group A: Quality circles

Group B: Production line teams

Group C: Training forums

After the class presentations, discuss your study group in class or at home, using the same questions. Present your findings to the group.

Exercise 3: SO3: group discussion and individual activity

Refer to Exercise 2 and the teams you researched in your groups. Evaluate these teams against the above criteria. Write down strong and weak points and present your findings to the class.

#### Individual activity

Do the same for your study group and discuss your findings in the group

Exercise4: SO2: individual self-assessment

What lessons did you learn from the geese regarding teamwork? Write down the lessons in your own words.

Exercise 5: SO2, SO4, SO5: self- assessment

* If you were the team leader, what would you do to increase the effectiveness of the team? Discuss any team from Exercise 2.
* Select any team from Exercise 2 and discuss the following:
* Where does the team fit into the overall organisation? Draw an organogram to illustrate the structure of the organisation.
* How does the team’s place in the organisation influence the members of the team positively and negatively? Do further research if necessary.
* Discuss your study group, answering the following questions:
* Where does your study group fit in with the organisation structure of the college?
* How effective is your study group and its participation in the learning environment?
* How have you benefited from the study group?
* Will your study group meets its goals?
* Will the study group enable you to meet your goals?