

## TEAMWORKING AND COLLABORATION SKILLS

**Grado en Comportamiento y Ciencias Sociales BBSS SEP-  
2023 TWCS-BS.1.M.A**

Area Others

Number of sessions: 15

Academic year: 23-24

Degree course: FIRST

Number of credits: 3.0

Semester: 1º

Category: COMPULSORY

Language: English

Professor: **BALVINDER SINGH POWAR**

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Balvinder is English of Indian origin, resident in Madrid, Spain. He is a Business & Finance graduate who also studied a Masters in Mediation from the University of London. He has extensive experience leading business, social, cultural, media and technology projects in Spain and internationally. His main skills include internal and external communications, creative & strategic input, business development & senior management, team leadership, relationship management & business mediation.

Balvinder is passionate about the importance of building strong and effective teams and enabling projects, which push boundaries. He is a strong advocate of self-empowerment and pro-activeness to achieve one's goals, with his favourite quote being that of Mahatma Gandhi: "Be the change you want to see in the world."

He is CEO at Learning Experience/ Ed Tech Company Unfoldwork.com and a Founding Partner, Board Member and Director at BOOSTER Space Industries and AERDRON, innovative international New Space/Aerospace projects/consultancies with important stakeholders globally. In 2015 he became a Business Mentor at "The Founder Institute", one of the largest and most powerful start up networks in the world.

He is also an Adjunct Professor and Business Mentor at IE Business School and a qualified and experienced trainer, giving sessions on Leadership, Team Management and Motivation, Innovation Culture, Mediation/Conflict Resolution Skills & Entrepreneurship globally.

He has recently authored an award winning book called "Going Digital" (2022 for Pearson group) about the Inner Secrets of Successful Business Innovation and Digital Change.

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## SUBJECT DESCRIPTION

This dynamic course is given in a workshop style. Participants are expected to contribute to the class experience with their experience and thoughts and express them in a safe environment.

We will be looking at Teamwork and Collaboration skills in a unique and practical way. We will examine and discuss different approaches and tools.

We will also look at psychological aspects of Teamwork.

## LEARNING OBJECTIVES

By the end of the course, students will understand the Keys to High Performance Teams and how to be a part of and manage teams efficiently. They will also understand the psychology behind team work and communication for professional and personal interactions.

## TEACHING METHODOLOGY

IE University teaching method is defined by its collaborative, active, and applied nature. Students actively participate in the whole process to build their knowledge and sharpen their skills. Professor's main role is to lead and guide students to achieve the learning objectives of the course. This is done by engaging in a diverse range of teaching techniques and different types of learning activities such as the following:

<b>Learning Activity</b>	<b>Weighting</b>	<b>Estimated time a student should dedicate to prepare for and participate in</b>
Lectures	20.0 %	15.0 hours
Discussions	20.0 %	15.0 hours
Exercises in class, Asynchronous sessions, Field Work	20.0 %	15.0 hours
Group work	20.0 %	15.0 hours
Individual studying	20.0 %	15.0 hours
<b>TOTAL</b>	<b>100.0 %</b>	<b>75.0 hours</b>

## PROGRAM

### SESSION 1 (LIVE IN-PERSON)

Intro - Teams and Leadership in a VUCA World:

- The Importance of Values.
- Disruptive Innovation.
- Megatrends.

Housekeeping and Assignments - Learning Diary and Final Project

## **SESSION 2 (LIVE IN-PERSON)**

- Building High Performance Teams Part 1: Keys to High Performance
- BELBIN TEST
- Powerful Working Agreements -
- Communication Skills
- Intrinsic Motivation
- Leadership of Team
- Skills practice

*Multimedia Material: Belbin Questionnaire (BEL)*

## **SESSION 3 (LIVE IN-PERSON)**

Building High Performance Teams Part 2:

- BELBIN TEST
- Powerful Working Agreements
- Communication Skills
- Intrinsic Motivation
- Leadership of Team
- Skills practice

## **SESSION 4 (LIVE IN-PERSON)**

- Barrett Leadership Model:
- Barrett Model Test.
- Findings.
- Analysis of how these Values affect Your Leadership Style.

## **SESSIONS 5 - 6 (LIVE IN-PERSON)**

Key Skill: Influence and Persuasion

- Difference between Influence and Persuasion.
- Why are they important? Internally and Externally.
- BIAS.
- Aristotle & Cialdini Principles.
- DISC Personality Types.
- Application of Psychological Frameworks.
- Skills practice.

## **SESSION 7 (ASYNCHRONOUS)**

Observation of Influence and Persuasion around you and forum around video content.

## **SESSION 8 (LIVE IN-PERSON)**

Key Skill: Critical Thinking

- Context.

- 7 Critical Thinking Keys.
- Team Skills Discovery.

### **SESSION 9 (LIVE IN-PERSON)**

Guest Speaker (TBC).

e.g. The Power of Psychology in Teams and Leadership.

### **SESSION 10 (LIVE IN-PERSON)**

Team Mentoring

- “Traffic Light” Technique - Stop, Start, Continue – what to stop, what to introduce, what is working confidential discussion
- Advice and Tips

### **SESSION 11 (LIVE IN-PERSON)**

Learning from The Mediator:

- Mediation Skills for Teams and Leaders
- Managing Difficult Conversations
- SING conversation breakdown
- Win Win Solutions

### **SESSION 12 (LIVE IN-PERSON)**

Prebrief final project

### **SESSION 13 (ASYNCHRONOUS)**

Final Project Preparation

### **SESSION 14 (LIVE IN-PERSON)**

Presentation Final Group Projects

### **SESSION 15 (LIVE IN-PERSON)**

Wrap up 360, Q and A, Personal Development Plans

### **EVALUATION CRITERIA**

<b>criteria</b>	<b>percentage</b>	<b>Learning Objectives</b>	<b>Comments</b>
Individual Work	35 %		Learning Diary
Group Presentation	40 %		Final Presentation
Class Participation	25 %		Qualitative Comments

## RE-SIT / RE-TAKE POLICY

Each student has four (4) chances to pass any given course distributed over two (2) consecutive academic years. Each academic year consists of two calls: one (1) ordinary call (during the semester when the course is taking place); and one (1) extraordinary call (or “re-sit”) in June/July.

Students who do not comply with the 70% attendance requirement in each subject during the semester will automatically fail both calls (ordinary and extraordinary) for that Academic Year and have to re-take the course (i.e., re-enroll) during the next Academic Year.

The Extraordinary Call Evaluation criteria will be subject to the following rules:

- Students failing the course in the ordinary call (during the semester) will have to re-sit evaluation for the course in June / July (except those students who do not comply with the attendance rule, and therefore will not have that opportunity, since they will fail both calls and must directly re-enroll in the course during the next Academic Year).
- It is not permitted to change the format nor the date of the extraordinary call exams or deadlines under any circumstance. All extraordinary call evaluation dates will be announced in advance and must be taken into consideration before planning the summer (e.g. internships, trips, holidays, etc.)
- The June/July re-sit will consist of a comprehensive evaluation of the course. Your final grade for the course will depend on the performance in this exam or evaluation only. I.e., continuous evaluation over the semester (e.g. participation, quizzes, projects and/or other grade components over the semester) will not be taken into consideration on the extraordinary call. Students will have to achieve the minimum passing grade of 5 and the maximum grade will be capped at 8.0 (out of 10.0) – i.e., “notable” in the extraordinary call.
- Re-takers: Students who failed the subject on a previous Academic Year and are now re-enrolled as re-takers in a course will need to check the syllabus of the assigned professor, as well as contact the professor individually, regarding the specific evaluation criteria for them as re-takers in the course during that semester (ordinary call of that Academic Year). The maximum grade that may be obtained as a retaker during the ordinary call (i.e., the 3rd call) is 10.0 (out of 10.0).

After exams and other assessments are graded by the professor (on either the ordinary or extraordinary call), students will have a possibility to attend a review session (whether it be a final exam, a final project, or the final overall grade in a given course). Please be available to attend the session in order to clarify any concerns you might have regarding your grade. Your professor will inform you about the time and place of the review session.

- Students **failing more than 18 ECTS credits** after the June/July re-sits will be asked to leave the Program. Please, make sure to prepare yourself well for the exams in order to pass your failed subjects.
- In case you decide to skip the opportunity to re-sit for an exam or evaluation during the June/July extraordinary call, you will need to enroll in that course again for the next Academic Year as a re-taker, and pay the corresponding tuition fees. As you know, students have a total of four (4) allowed calls to pass a given subject or course, in order to remain in the program.

## BIBLIOGRAPHY

### Recommended

- Balvinder Singh Powar. *Going Digital*. FT/Pearson. ISBN 1292375671 (Printed)

## **BEHAVIOR RULES**

Please, check the University's Code of Conduct [here](#). The Program Director may provide further indications.

## **ATTENDANCE POLICY**

Please, check the University's Attendance Policy [here](#). The Program Director may provide further indications.

## **ETHICAL POLICY**

Please, check the University's Ethics Code [here](#). The Program Director may provide further indications.