MOOC DIGITAL WORKPLACE

MODULE 3: TEAMWORK

VIDEO: MOD3_2: Groups vs Teams vs Networks

Script: details of what the course presenter will say.
On screen text: ideas, images etc. to appear on screen as and when prompted.
Editing notes: notes of what needs to be changed for the next edition.

SCRIPT	ON SCREEN TEXT	EDITING NOTES
We have a tendency very often to re-name a group as a team or a network, even though they are not really the same. There are a number of similarities and differences between them. Have you ever stopped to think about that?		Close-up of the trainer for a few seconds holding a sign showing his/her full name.
What is a group?	Card: GROUP	Close-up of the trainer with the text to one side.
A group is a number of people who have something in common but do not necessarily share a goal or an objective. In a group the roles and responsibilities of its members are not defined, individuals have their own objectives, there is no relationship of dependence or interdependence, no-one has ownership of the end results and therefore any success is individual. An example would be to be part of a class group at a school, or be members of the same association or club.	Card: • People with something in common • Do not share goals • Roles and functions not defined • There is no relationship of dependence or interdependence • Press the individual lens • Individual success	Close-up of the trainer pointing to each of the definitions as they appear on screen.
And what is a team?	Card: TEAM	Close-up of the trainer from another perspective with the text next to it.
On the other hand, a team is internally organised, has specific objectives, and	Card: • Internally organised • Common objectives	Close-up of the trainer pointing to each of the

each of its members has a specific role. There is a common goal (known and shared). There is a relationship of interdependence. The benefit is mutual (so co-operation exists) and success is collective.	• Specific roles • Relationship of interdependence • Mutual benefit • Collective success	each of the definitions as they appear on screen.
And finally, what does it mean to network?	Card: NETWORK	Close-up of the trainer from another perspective with the text next to it.
Networking goes one step further in the paradigm. It implies working as a community that is independent and has the capacity to manage itself. These networks are gradually being implemented in companies, co-existing with other structures and hierarchies, with the aim of making them more scalable and sustainable, so they can play an important role in the future of work. In networks: • The rules of operation are agreed between members. • Although it does not require a leader, it does require leadership, which is shared on most occasions. • Sharing responsibility and excellent coordination exists among the members. • All members freely agree to the project, and decide which parts they wish to participate in. Contributions are, therefore, heterogeneous. • They are expressed in nodes for which a common goal is not necessary. • Networks are dynamic structures, without the strict division of roles. • The "time" dimension takes on a whole new meaning based on the fact that you do not have to be physically present. • This system requires its members to be very experienced in their given professions (they must be responsible and independent) and the organisation must promote networking.	Card: • Independence • Self-management • Shared leadership • Co-responsibility • Coordination • Organisation in nodes • Heterogeneous contributions • Dynamic structure • Synchrony and temporal asynchrony • Maturity essential	Close-up of the trainer from another perspective with the text next to it. The text will appear on screen as it is mentioned.
Obviously, each of these formats has its pros and cons, but if we look at the advantages it is quite obvious the importance and relevance of knowing whether it is better to work as a team or in a network depends on the type of project you are working on. Making the correct decision will, without a doubt, give better results in the digital workplace.		Close-up of the trainer walking.
As a general rule, what should we keep in mind to improve how we work with others? Always keep the project objectives in mind so you are can organise yourself and the other team members in line with the project demands. • Always keep the project objectives in mind so you can organise yourself and the other team members in line with the project demands. • Always be cooperative. • Reflect on your degree of responsibility and autonomy, and how this affects other members of your organisation. When teleworking, this is	Card with summary: • Keep objectives in mind • Co-operate • Be responsible and	Close-up of the trainer with the

affects other members of your organisation. When teleworking, this is especially important in the pursuit of goals, because usually there isn´t anyone to report back to since the teleworker does not work onsite and may even have different bosses. • Make sure you continue to develop your leadership skills, your productivity skills and your personal organisation (as we saw in module 1). • Always maintain clear and effective communication with your co-workers. Once again, we see the importance of why you need to continually develop your communication skills (ref. module 2). • You should be able to count on the participation of all team members and appreciate their contributions. Giving thanks and recognising a job well done helps motivation.	independent • Self-leadership • Clear and effective communication • Thank and reward	text to one side of the screen (phrases only appear as they are mentioned).
It's time to find your true potential and that of the people around you!		Close-up of the trainer.