

MODULE 3: TEAM WORKING QUESTIONNAIRE

- **What type of team is focused on efficiency, has clear objectives and is results driven, but also has a frustrating work atmosphere and has no fun?**
 - **A low positivity and high productivity team.**
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 - A high positivity and high productivity team.
 - A high positivity and low productivity team.

 - **What factors determine the good performance of a team that works in a network shape?**
 - **That each of the members reflect and take charge of their degree of responsibility and autonomy, being truly aware of how this affects the rest of the members and the results.**
 - That the members remain always isolated, and, from independence, to be able to be more productive.
 - That members always wait for other members to give them the instructions to work, and cannot make any decision in isolation.
 - That members develop a high level of self-leadership, especially so that they do not have to depend on anyone in the network, or that nobody depends on them.

 - **Identify the characteristic that refers to an excellent team in a context of teleworking:**
 - Use of a passive and inhibited language in communication, always giving priority to what others think.
 - **All members listen actively and empathically.**
 - Do not manage conflicts, because they do not usually exist.
 - There is competitiveness among members to achieve their own individual goals.

 - **Working in the team alliance will help us:**
 - See what are the concerns of each of the team members.
 - Maintain a climate of competitiveness among members.
 - Mainly improve the productivity of the team.
 - **To agree on how we want to work together, to generate commitment and cohesion among the members and to reduce the possibility of conflicts.**

 - **What is the name of the concept which refers to the team's standards of conduct and ethical principles?**
- a) Mission.
- b) Vision.
- c) **Values.**
- d) Objectives.

- **How can we foster workflow coordination in telecommuting?**
- **Establishing standards, defining processes, agreeing on how decisions will be made and ensuring effective leadership.**
- Clearly defining the objectives and sharing them only with the leaders of the team or organization to which we belong.
- Encouraging a reactive attitude and dependence of team members.
- Holding regular meetings in person.

- **Avoid isolating ourselves when working remotely is beneficial for:**

- Feeding on our emotions and not generating feelings of dependency with the rest.
- **Improving interpersonal relationships for cooperation.**
- To achieve our objectives more efficiently and productively.
- Encourage communication through the different remote channels.

- **What are the basic steps for managing conflicts?**

- Phases of inactivity, manifestation of the issues, followed by an outburst. Afterwards there is usually a period of stabilization.
- Introduction, conflict and outcome.

c) Create the context, add value and search for a resolution.

d) The strengths of positivity and productivity.

- **What results can a conflict bring to a team in positive terms?**

- **Every conflict brings learning, fostering diversity of perspectives, increasing creativity, and strengthening the relationship and trust between people who have been in conflict.**
- Distrust and loss of personal relationships with people with whom we do not want to continue working.
- Although they may involve high social and economic costs for the organization, this is actually the least of them. Conflicts are good because they increase competitiveness.
- Conflicts are always favorable, especially because they cause more productivity and positivity in teams.

- **What is learning about mistakes in teamwork? What is it really useful for?**

- Refers to the fact that the objectives are clearly defined and shared, avoiding to the maximum that errors occur.
- **It refers to taking the time to reflect on the mistakes made, and to define improvement actions for the next time we are presented with a similar situation.**
- It refers to the ability of members to give feedback to each other, and to act accordingly.
- It refers to the need to make mistakes in the learning process of the team, to generate them proactively so that it is consolidated as such.

