



High School

National FFA Organization

Lesson HS.67

TYPES OF TEAMS

Unit. Stage Two of Development—WE

Problem Area. How Do We Play as a Team?

Precepts. **B5:** Participate effectively as a team member.

National Standards. NL-ENG.K-12.11 — Participating in Society — Students participate as knowledgeable, reflective, creative and critical members of a variety of literacy communities.



Student Learning Objectives. As a result of this lesson, the student will ...

- 1 Describe the three types of teams.
- 2 Identify factors that affect the success of each type of team.



© 2004 National FFA Organization
It is illegal to reproduce copies of this material
without written permission from the National FFA Organization.
National FFA Organization



Katzenbach and Smith, The Discipline of Teams. Boston, Massachusetts. Harvard Business School Press, 1993.

✓ Tools, Equipment, and Supplies

- ✓ Blank paper—one piece for each group of three students
- ✓ Wrench
- ✓ Socket set
- ✓ Transparencies and projector
- ✓ HS.67.TM.A
- ✓ HS.67.TM.B
- ✓ HS.67.TM.C

 **Key Terms.** The following terms are presented in this lesson and appear in bold italics:

- ▶ Teams that recommend things
- ▶ Teams that make or do things
- ▶ Teams that run things



Interest Approach

Introduce the context of the lesson.



Boy, you'll never believe the morning I had today. An hour into my day, I was faced with the challenge of a flat tire. Of course, it wasn't a simple case of a flat tire. No, I was actually on my way here today when my tire blew as I was driving down the road. After the initial shock of controlling my truck with only three tires and pulling over to a safe area, I got out to inspect the damage and begin changing it. It took me forever to get my tire off because all I had was a wrench! Can you believe it. I guess I left my tire iron at home somewhere, or maybe my brother borrowed it.



Anyway, there I was with a jack, a spare tire, and my flat tire. To make a long story short, I had to wait until someone pulled over to help me because, no matter what I did, that tire was not coming off with just my little old wrench! If only I would've made sure to get my tire iron back in my truck for days like today.

Pause.





Have you ever had a morning like that. Whether it was a flat tire or something else, one simple tool would've made a big difference! Today, I hope you leave here with a simple tool in your pocket for working in teams!



The tool isn't quite so simple; in fact, it has many interchangeable parts—much like this socket set. The tool is the ability to select the right type of team for the job, and knowing what factors will affect that team's success.



Have you ever wanted to get something done and had an idea about a part of it, but weren't sure exactly where to start or how to get it done. Often we do not think of some of these groups as teams, but essentially, they are all working towards a similar goal, so let's look at some of those types of teams. For example, there are many teams within an organization. You may find an officer team, a public relations committee, etc., within a club, right. Why are there different types of teams like this. *Anticipated responses: some things are long-term vs. short-term; people are good in certain areas; they have different purposes*



Let's work through an example. Let's say you'd like to help get more grassy areas installed on campus so there is room for people to hang out and enjoy them selves during lunch. Where would you start.

Solicit answers from the class. Anticipated answers: get the student body to sign petitions; draw what you'd like the area to look like; meet with the principal; find sponsors



Okay, you've got the right idea. But let's be honest; what is it going to take to get this done.

Solicit answers from the class. Anticipated answers: find the funds to do it; install irrigation; plant the grass; remove existing landscaping; recruit people to help you



Think about these jobs: are they one-person jobs.

Pause.



No, they aren't, are they. So knowing this task is bigger than one person can handle, where do you go from here.

Solicit answers from the class. Anticipated answers: hold a meeting for those who want to help; form a committee; solicit help from students and faculty; visit businesses to ask for donations



Wouldn't this be easier if we had a team to take care of this. Will one team be enough. Can you picture how cool this would be if you could pull it off.

Pause for them to digest.

job done. But not just any team; you've got to make sure it's the right team. Let's look at some different types of teams and when they are appropriate.



 Well, whether it's a project like we've just been talking about or a different dream, there are ways to accomplish them! Would it be easier to accomplish this as a team or an individual.

Pause for thought.

 I think we all agree a team would be more effective, so let's start with creating a team to get the

SUMMARY OF CONTENT AND TEACHING STRATEGIES

Objective 1. Describe the three types of teams.

I. Types of teams

A. Teams that recommend things

1. Asked to study and solve particular problems.
2. Often referred to as task forces, auditing committees, quality control, or safety teams.
3. Almost always have a predetermined completion date.

B. Teams that make or do things

1. At or near the front line of manufacturing, development, marketing, sales, or service.
2. Activities are ongoing.
3. Established by deciding what is needed for the organization's maximum impact.

C. Teams that run things

1. Oversee business, ongoing programs, or a big activity.
2. Organization boards, officer teams
3. Often hard for this group to function as a team.
 - a. Members have to ask themselves if they need to be a team or whether they can accomplish their purpose by working as individuals.

Use Little Professor Moment. Use Einstein and Newton.

 Okay, Newtons, pay attention. Einsteins, feel free to make as much noise as you want inside your head and do your best to ignore what I'm going to tell the Newtons. Newtons, you need to listen carefully and take good notes. In a few moments you're going to teach the Einsteins everything you learn about types of teams. Here's what you need to know. There are three basic types of teams.

Display HS.67.TM.A. Reveal only the three types of teams.



The types of teams are those who recommend things, teams who make or do things, and teams who run things.

Use Choral Response Moment.



How many types of teams are there.

Continue on with explanation of teams.



Please capture these descriptions and examples of the three types of teams in your notes.

Allow 2 minutes.



Are there any questions about these three types of teams.

Pause.



Newtons, we are going to go over a few more descriptions of each of these three types of teams. Teams that recommend things often have a predetermined completion date. Why would that be. *Anticipated responses:* because they are only there to make recommendations about some- *thing specific; have to have time to do whatever they recommend*



Okay, let's add that description to your notes.

Reveal full column on Teams that recommend things, on HS.67.TM.A.



Are there any questions.

Pause.



Let's move on to the next team, Teams that make or do things. This type of team has ongoing activities. What does that mean. *Anticipated responses:* never ending; always something to be *one*



Good! The other thing about Teams that Make or Do Things is that they are established because they will address a specific area that is critical to the success of the broader organization. An example of that would be one of our standing committees, Public Relations, whose job it is to get the word out to the community through newspaper, newsletters, etc., about all the things we are doing. They exist to help our chapter fulfill its purpose of providing meaningful education opportunities in agricultural education to our members. Please capture that description about Teams that Make or Do Things in your notes.

Reveal full column on Teams that Make or Do Things on HS.67.TM.A.



 Last but not least, Teams that Run Things.

Reveal the last column on Teams that Run Things.

 Are there any questions.

Pause.

 Now, Newtons, it is your turn to teach the Einsteins what you just learned about the three types of teams. Einsteins, direct your attention to the Newtons and listen carefully. You may begin.

Allow three minutes.

Reconvene the class.

Objective 2. Identify factors that affect the success of each type of team.

II. Factors that affect each type of team:

A. Teams that recommend things.

1. Must get off to a quick start.
2. Must consider how their recommendations will be implemented, consider the feasibility.
3. Need to know why and how their efforts are important, realizing that they are only advisory.
4. Who is expected to participate on this team.
5. How much should the team who will implement this recommendation be involved.

B. Teams that make or do things.

1. In most organizations, management will have to decide how many of these teams there will be.
 - a. Based on size and critical points of the organization.
2. Must include people who are creative, hard workers.
3. These teams are challenged by how they will communicate with the other teams.
4. Need to be rewarded for team performance versus individual performance, or they may never function as a team.

C. Teams that run things.

1. Need to function as a team rather than just a group.
 - a. More effective with individual work product rather than collective work products.
2. Should work to create a team purpose statement that is in line with the organization's mission.

Transition into factors that affect the success of teams.



Okay, Einsteins, now it's your turn to pay close attention to what's next, and Newtons—do your best to ignore me and sit there quietly. Einsteins, we are going to go over a few more descriptions of each of these three types of teams. Specifically, we are going to identify factors that affect the success of each of these types of teams. What do you think Teams that Recommend Things would be challenged by. *Anticipated responses: no power to make sure their recommendations are done; short timelines*



Good, you're on the right track. This type of team has to work quickly. For example, a task force is usually created because there is a problem that needs further study. That task force will have to report back with their recommendations so they can be put to use—all of which needs to happen quickly so needs are met.



They often don't know how their recommendations will be implemented, which can be frustrating. Put yourself in their shoes for a moment: how would you be affected if someone asked for your recommendation, but it wasn't used. *Anticipated responses: frustrated; useless; unmotivated—why will they listen to you next time.*



Teams that Recommend things need to know how their work is important and whom to involve to help make the transition to the team that will actually carry out their recommendations. For example, who do you think should be on the safety committee on this campus. *Anticipated answers: students; principal; teachers*



What about involving the maintenance people who will most likely be the ones who actually fix the safety problems. That would make sense, because they will be offer input as to how problems can actually be corrected.

Reveal on HS.67.TM.B

Move on to Teams that Make or Do Things



Teams that Make or Do Things often have many things predetermined for them. For example, many of these teams and their specific purposes are already decided. Therefore, they are challenged by how they will communicate with other teams. What is an example of teams communicating to each other within an organization. *Anticipated answer: marketing team communicating promotions, sales, etc., to the frontline sales teams*



Although communication issues affect all kinds of teams, it is especially challenging for teams in this category to maintain open communication with other teams. If there is no set method of communication, an informal method of communication will be created. We often call this gossip. Rather than try to fix a gossip issue, it is best to prevent it. An idea would be for a rep representative from the sales team to sit in on the marketing team's meetings.

Reveal on HS.67.TM.B



Transition to last type of team.



Teams that Run things face unique challenges also. This type of team sometimes finds it difficult to function as a team; it's often easier for them to function as a group. For example, a club officer team probably consists of a president, vice president, secretary, and treasurer. This officer team may meet regularly to plan the next event, but much of the work is done individually before and after they meet. The treasurer probably doesn't need help from the others to make a deposit. Does this make sense.

Use Fist of Five to gauge understanding.



Teams that Run Things can function as a successful team, but the members have to be committed to making that happen. The treasurer will be able to conduct a much more successful fundraiser if he/she enlists the help and talents of his/her teammates. Let's get that part into your notes.

Reveal on HS.67.TM.B



Einsteins, it is now your turn to show the Newtons how smart you are. Newtons, listen carefully to the things that challenge our three types of teams. Newtons, please give the Einsteins your undivided attention.

Review by asking the Einsteins to stand up. Ask them a question that would gauge how much they understood from the Newtons. For example, what type of team would you consider a club officer team to be.

Reverse by questioning Newtons. For example, what challenges Teams that Make or Do Things.



Review/Summary

Break up class into small groups of three.



Now it is time to show me what you know. Before we begin, you will line up across the back of the room according to your month of birth. To my left will be January. Line up accordingly. Please stand up and begin.

Allow two to four minutes time for them to get in order.



Everyone turn and face me please.

Pause.





I will go down the line and put you into groups of three. Find a table to work at with this group. You will need one piece of paper and something to write with.

Break students into groups and allow them to get settled.

Use Cartographer Moment.



Please give your neighbor a high five if you can hear me.

Repeat until you see all of the class responding.



Thank you. Please pay close attention so you will know what I expect. You will create a concept map of the things we learned today about types of teams and the factors that affect them.

Reveal HS.67.TM.C



Things you need to include in the concept map are: a title for the concept map, the three types of teams, a brief description of each of the types, an example of each of the types, and at least two actors that affect the success of each type of team. Are there any questions. Please begin.

Allow five minutes for the group to complete. Evaluate student understanding by walking around to see their concept maps.



Application

►Extended Classroom Activity:

Plan an upcoming activity the class can complete. As you go through the process, establish at least one of each of the three types of teams. Discuss how it takes all kinds of teams to get things done. Evaluate how they worked together. What challenged their teams.

►FFA Activity:

Establishing Program of Activities committees involves determining whether the committees will be one of the three types of teams. That will affect how the teams function.

►SAE Activity:

Interview a businessperson in the community about his/her company's structure. Find out what their teams are called, how they function, and what challenges them. Take each of the teams from that company and categorize them into one of the three types of teams we learned about in this lesson.



Written test.

Answers to Assessment:

1. false
2. true
3. true
4. true
5. true

HS.67.Assess Name: _____

TYPES OF TEAMS

Read each statement and determined whether it is True or False.

- _____ 1. Teams that Make or Do Things almost always have a predetermined completion date.
- _____ 2. An example of Teams that Recommend Things is safety teams.
- _____ 3. Teams that Run Things are challenged by trying to work together as a team rather than a group of individuals.
- _____ 4. Teams that Run Things often run according to fiscal or election calendars.
- _____ 5. Teams that Make or Do Things are represented by development, marketing, sales, or service teams.

THREE BASIC TYPES OF TEAMS.

◆ Teams that recommend things

→ Asked to study and solve particular problems

→ Examples: task forces, auditing committees, quality control, or safety teams.

→ Almost always have a predetermined completion date

◆ Teams that make or do things

→ At or near the front line of manufacturing.

→ Examples: development, marketing, sales, or service teams.

→ Activities are ongoing

→ Established by deciding what is needed for the organization's maximum impact

◆ Teams that run things

→ Oversee business, ongoing programs, or a big activity.

→ Examples: Organization boards, officer teams

→ Activities are often run by a calendar based on elections, fiscal year, etc.

→ Team members are often selection by appointment or election.



TYPES OF TEAMS: WHAT FACTORS AFFECT THEIR SUCCESS.

◆ Teams that Recommend Things

- ➔ Need to get off to a quick start.
- ➔ Know how their recommendations will be implemented.
- ➔ Know how to involve the team that will carry out the recommendations.

◆ Teams that Make or Do Things

- ➔ Number and function of team is often predetermined.
- ➔ How they will communicate with other teams within the same organization.
- ➔ Need to have creative, hard-working people on their team.

◆ Teams that Run Things

- ➔ Need to function as a team, rather than just as a group.
- ➔ Members have to ask themselves if they need to be a team or whether they can accomplish their purpose by working as individuals.
- ➔ Should create a team purpose statement.



THINGS YOU NEED TO INCLUDE IN THE CONCEPT MAP ARE:

- ◆ A title for the concept map
- ◆ The three types of teams
- ◆ A brief description of each of the types
- ◆ An example of each of the types
- ◆ At least two factors that affect the success of each type of team

