

Scheme Of Work

BTEC FIRST DIPLOMA IN PUBLIC SERVICES

Unit title: Public Service Skills Module Title: Teamwork

Unit Core Aims and Objectives:

- Identify different qualities essential for effective teamwork.
- Take part in a range of practical team-building activities.

Hour	Learning objectives. Pupils will learn to:	• Teaching activity	POS	Resources
1	Describe the purpose and importance of teamwork, using examples from at least two contrasting public services.	<ul style="list-style-type: none"> • Task introduction. • Group discussion on definition of teamwork and its purpose and importance. • Groups to list the qualities of teamwork and present their findings. • Individual research from resource material to analyse the importance of teamwork qualities within the public services. 	1a 1b 1c 1d	Powerpoint Group discussion Group discussion Plain paper Internet Resource material
2	Identify the consequences of activity where teamwork is either present or absent.	<ul style="list-style-type: none"> • Practical classroom teamwork exercises in small groups (build tallest tower possible) 	2	Spaghetti, marshmallows, playing cards
3	Identify the consequences of activity where teamwork is either present or absent.	<ul style="list-style-type: none"> • Group discussion on lessons learned from teamwork exercises. 	3	Plain paper
4	Demonstrate understanding of the purpose and importance of teamwork	<ul style="list-style-type: none"> • Produce typewritten paper on findings from Nos 1, 2 & 3. 	4	Computer Discussion notes

5	Focusing on 3 of the most important qualities of teamwork, explain in more detail their importance in the two public services you have identified above	<ul style="list-style-type: none"> • Research 3 selected qualities of teamwork and produce typewritten paper. 	5	Computer Research material
6	Analyse the importance of one of these 3 teamwork qualities in the context of just one of the two public services you have identified above.	<ul style="list-style-type: none"> • Groups to prepare 5 minute presentations to class 	6	Powerpoint
7	Analyse the importance of one of these 3 teamwork qualities in the context of just one of the two public services you have identified above.	<ul style="list-style-type: none"> • Groups to deliver 5 minute presentations to class 	7	Powerpoint
8	Practice teamwork skills by taking part in a range of practical team-building activities.	<ul style="list-style-type: none"> • Students briefed that they should take part in at least 3 team-building activities and keep a diary of those that they undertake. Diary entries should identify any teamwork skills used or developed by the students and those that they have witnessed being used or developed by others. 	8	Small diary