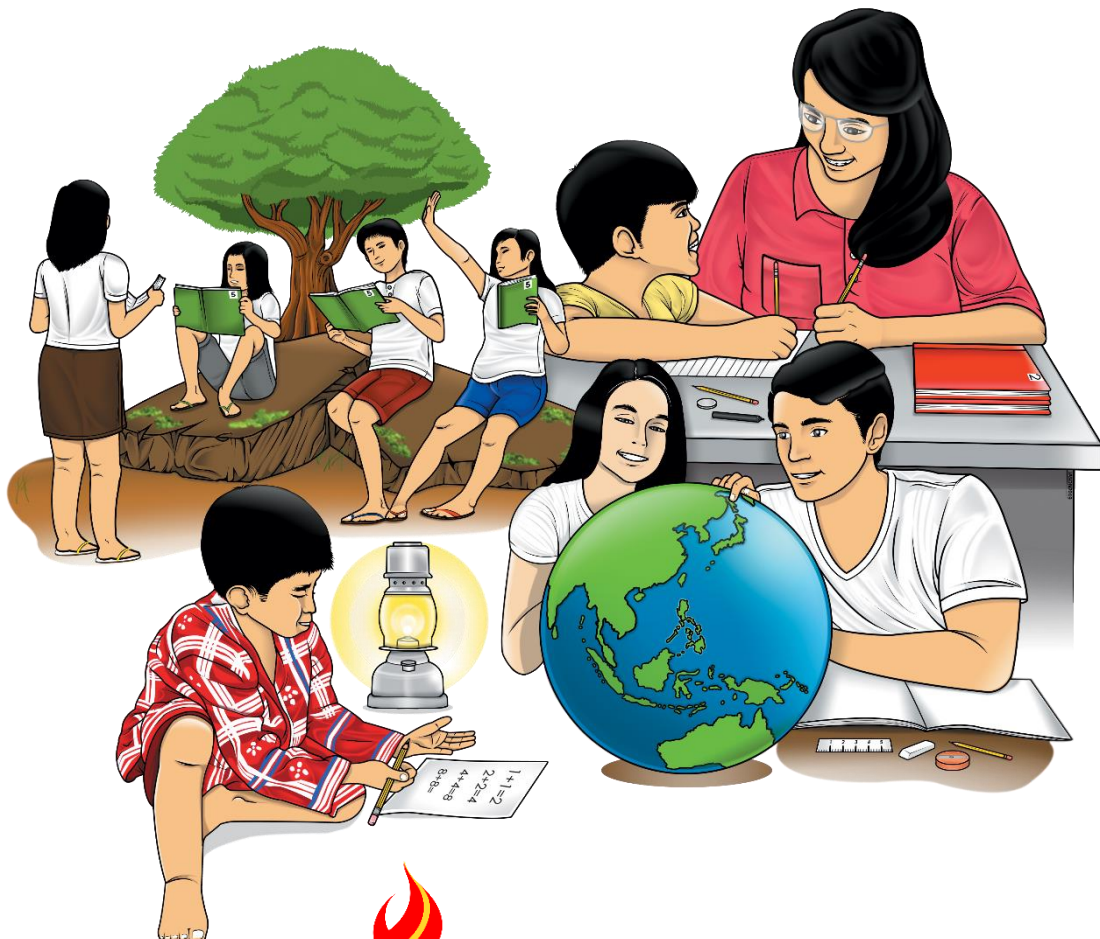


TLE

Animal Production

Quarter 2 – Module 2:

Work In Team Environment



TLE-Animal Production – Grade 7/8
Alternative Delivery Mode
Quarter 2 – Module 2: Work in Team Environment
First Edition, 2020

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7/8

TLE

Animal Production

**Quarter 2 – Module 2:
Work In Team Environment**

Introductory Message

This Self-Learning Module (SLM) is prepared so that you, our dear learners, can continue your studies and learn while at home. Activities, questions, directions, exercises, and discussions are carefully stated for you to understand each lesson.

Each SLM is composed of different parts. Each part shall guide you step-by-step as you discover and understand the lesson prepared for you.

Pre-tests are provided to measure your prior knowledge on lessons in each SLM. This will tell you if you need to proceed on completing this module or if you need to ask your facilitator or your teacher's assistance for better understanding of the lesson. At the end of each module, you need to answer the post-test to self-check your learning. Answer keys are provided for each activity and test. We trust that you will be honest in using these.

In addition to the material in the main text, Notes to the Teacher are also provided to our facilitators and parents for strategies and reminders on how they can best help you on your home-based learning.

Please use this module with care. Do not put unnecessary marks on any part of this SLM. Use a separate sheet of paper in answering the exercises and tests. And read the instructions carefully before performing each task.

If you have any questions in using this SLM or any difficulty in answering the tasks in this module, do not hesitate to consult your teacher or facilitator.

Thank you.



What I Need to Know

This module was designed and written intended for you. The scope of this module permits it to be used in many different learning situations. The language used recognizes the diverse vocabulary level of students. The lessons are arranged to follow the standard sequence of the course. But the order in which you read them can be changed to correspond with the textbook you are now using.

The module is divided into three lessons, namely:

Lesson 1 : Describe Team Role and Scope

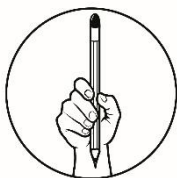
Lesson 2 : Internal and External Team Members

Lesson 3 : Set and Meet Work Priorities

Lesson 4 : Work as a Team Member

After going through this module, you are expected to:

1. Identify role and objective of the team.
2. Identify team parameters, relationships, and responsibilities
3. Identify individual role and responsibilities.
4. Identify and recognize roles and responsibilities of other team members.
5. Identify reporting relationships within team and external to team.
6. Prioritize competing demands to achieve personal, team and organizational goals and objectives.
7. Utilize resources efficiently and effectively to manage work priorities and commitments.
8. Follow practices and economic maintenance of equipment and facilities as per established procedures.
9. Undertake appropriate forms of communication and interactions.
10. Make appropriate contributions to complement team activities and objectives.
11. Follow reporting using standard operating procedures.
12. Contribute development of team work plans based from team role.



What I Know

Pre – Assessment

Direction: Select the best answer and write it on your answer sheet.

1. It refers to a group of individual (human or non-human) working together to achieve their common goal.
A. group
B. organization
C. team
D. all of the above
2. It refers to confidence, faith, or hope in someone.
A. accountability
B. commitment
C. efficiency
D. trust

3. It is the obligation of an individual or organization to account for its activities, accept responsibility for the, and transparently disclose the results.
 - A. accountability
 - B. commitment
 - C. conflict
 - D. trust
4. It is the ability to avoid wasting materials, energy, efforts, money, and time in doing something or in producing the desired results.
 - A. accountability
 - B. conflict
 - C. efficiency
 - D. trust
5. We prepare the agenda of all meetings and ensures necessary resources are available for the meeting.
 - A. Facilitator
 - B. Team keeper
 - C. Team leader
 - D. Time member
6. We support the leader for facilitating the team during initial stages of the team.
 - A. Facilitator
 - B. Team keeper
 - C. Team leader
 - D. Time member
7. We document the main ideas of the team's discussion.
 - A. Facilitator
 - B. Team keeper
 - C. Team leader
 - D. Time recorder
8. Each of these two things is "demanding" your time.
 - A. management
 - B. business resources
 - C. value assessment
 - D. competing demands
9. The following are the steps to prioritize competing demands in a business **except** _____.
 - A. assess the land
 - B. knows when to cut
 - C. be flexible and adaptable
 - D. collect a list of all your tasks
10. It is known as factors of production, consist of land, labor and capital.
 - A. management
 - B. assess value
 - C. business resources
 - D. competing demands
11. Refers to the amount of physical, mental, and social effort used to produce goods and services in an economy.
 - A. capital
 - B. labor
 - C. land
 - D. time
12. Which from the following is the appropriate forms of communication and interactions?
 - A. hand movement
 - B. oral communication
 - C. face to face communication
 - D. none of these
13. The following are the appropriate contributions to complement team activities and objective **except** _____.
 - A. Commitment and trust
 - B. Diversity of capabilities
 - C. Open line communication
 - D. Face to face communication
14. Which from the following is the step to follow in reporting using standard operating procedures?
 - A. Plan the process
 - B. Understand your constraints
 - C. Put your work plan into context
 - D. Discuss risks and accountability
15. Which from the following are the steps to make a work plan?
 - A. maintain the process
 - B. write and review the process
 - C. establish your goals and objectives
 - D. all of the above

Lesson

1

Describing Team Role and Scope

Learning Objectives:

1. Identify role and objective of the team;
2. Identify team parameters, relationships, and responsibilities; and
3. Identify individual role and responsibilities and active listening and speaking to gather and convey information



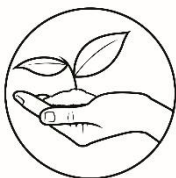
What's In

Good day! My salute for your job well done finishing all the learnings and activities in our module 1, Work Engagement. I do hope that you have mastered the skills expected of you to learn. Moving on, fasten your seatbelt and enjoy learning as we start the day with this module.

In this module entitled “Work in a Team Environment”, you are provided with the information you need to learn on the knowledge and skills to be applied in while working in a team with different individuals with limited guidance or assistance from your instructor.

Further, you are going to identify your roles and responsibilities as a team member, as well of the others. By identifying these, you can actively participate in listening and sharing information in the workplace.

Read the lessons at your own pace and answer the activities carefully. Make sure that you have read the lessons. For any difficulty, you may refer to you teacher. Your teacher will always be willing to help and assist you.



What's New

Direction: Study and analyze the scrambled words in the Word Puzzle game below. By arranging each word, this activity will lead you to the specific roles and objectives of the team. Write your answers on your answer sheets.

Word Puzzle Game

Scrambled Words	Specific Roles and Responsibilities of a Team Member
1. MEAT	
2. TSURT	
3. TNEMTIMMOC	
4. YTILIBATNUOCCA	
5. TYIVTICUDORP	
6. NCYEIEIFFE	
7. LAUQYTI	
8. NIATSUSYTILIBA	
9. NTMEGEGANE	
10. NGINIRAT	



What is It

What do you know about a team? How is it different to a group or an organization? Keep reading and be ready to answer the activities.

Team

A **team** is a group of individuals (human or non-human) working together to achieve their goal. It normally has members with complementary skills and generate synergy through a coordinated effort which allows each member to maximize their strengths and minimize their weaknesses.

The **team roles describe** a pattern of behavior that characterizes one person's behavior in relationship to another in facilitating the progress of a team.

Team goals are the objectives or milestones that a team commits to working toward together. It often measures points in a process or develop skills across an organization. Further, it can also help the employees feel more invested in the company's objectives since they contribute to developing them.

Roles of an Effective Team

1. Trust – defined as to have confidence, faith, or hope in someone or something. It can be attributed to relationships between people.
2. Conflict Management - is the process of limiting the negative aspects of conflict while increasing the positive aspects of conflict. Conflict management aims

to enhance learning and group outcomes, including effectiveness or performance in an organizational setting.

3. Commitment - is dedication to a particular organization, cause, or belief, and a willingness to get involved. The more people who are committed to your organization, the greater the momentum you can generate to get the job done.
4. Accountability – is the obligation of an individual or organization to account for its activities, accept responsibility for them, and disclose the results in a transparent manner. To be accountable to a team, a person needs to be clear about what they plan to do.
5. Focusing on Results - refers to a strategy to achieve an outcome rather than focus on the process it takes to get there. It is about aligning the employee's key skills and setting plans for the delivery of certain results.

Objectives of a Team

1. Productivity - is commonly defined as a ratio between the output volume and the volume of inputs. In other words, it measures how efficiently production inputs, such as labor and capital, are being used in an economy to produce a given level of output.
2. Efficiency - is the ability to avoid wasting materials, energy, efforts, money, and time in doing something or in producing a desired result. In a more general sense, it is the ability to do things well, successfully, and without waste.
3. Customer satisfaction - is used in marketing. It is a measure of how products and services supplied by a company meet or surpass customer expectation.
4. Employee satisfaction – is used to describe whether employees are happy and fulfilling their desires and needs at work.
5. Quality – is the standard of something as measured against other things of a similar kind, the degree of excellence of something.
6. Sustainability – is focused on meeting the needs of the present without compromising the ability of future generations to meet their needs.

Team Parameters to Gauge Success

- a. Engagement. Employees who work together are much more productive than those who stay aloof and work by themselves. If your team members are disengaged and have constant ego clashes, you need to re-evaluate how much you're accomplishing as a team member.
- b. Employee Growth. A good leader understands the potential the potential of each of his/her team members and hones their skills and abilities to help them achieve the goals they set for themselves.
- c. Training. A good leader always finds time to impart knowledge to team members. He/She should not be skeptical that they will become better and move ahead. In fact, he/she encourages the team to put their best foot forward. A good measure of your leadership success is calculating how many people have achieved big things under your leadership.

d. Fairness. Do you indulge in favoritism or are you just and fair? Do you choose your close friends when it comes to assigning important projects? A good leader strives to see all his/her team members grow, and isn't partial on any count. He/She adheres to balanced standard of justice without taking into consideration his/her own feelings and inclinations.

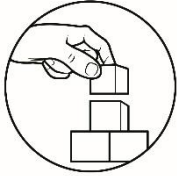
e. Respect for Others. A good leader is respected by his/her team members. They look up to and follow him/her not because they are scared, but because they believe in the leader's cause. If your team members don't care about your feedback or what you have to say, you have failed as a leader. A successful leader makes their employees feel appreciated and treats them with respect.

Team Roles and Responsibilities in Engaging in Animal Production

Farmworkers refer to a group of people who work in the farm either for agricultural crop production or livestock production purposes. Each of them plays different roles and performed different responsibilities.

Farm Roles	Individual responsibilities
Farm Owner	<ul style="list-style-type: none"> owns the farm manages his own farm ensures compliance with the government regulations and health and safety standards
Farm Manager	<ul style="list-style-type: none"> is responsible for daily planning makes policy decisions instructs and supervises farmworkers ensures that the farm is profitable and meets projected financial targets
Farm Technician	<ul style="list-style-type: none"> provides information and advice to farmers about their businesses helps the farmers pick the right livestock facilitates vaccines and medications of livestock conducts regular visit and monitoring on livestock health status
Caretaker	<ul style="list-style-type: none"> moves livestock to desired location like pastures for grazing scales and measures foodstuff and mixes feed, additives and medicines in prescribed portions monitors food and water supplies, and distribute feed and water to livestock drives trailers and other equipment cleans barns, sheds, pens, yards and equipment using disinfectant solutions grooms, trims, and castrate animals milks animals, such as cows and goats collects eggs examines animals to detect illness, injury or disease
Tool Keeper	<ul style="list-style-type: none"> maintains receipts, records and withdrawal of tools and equipment keep tools to their proper place
Bookkeeper	<ul style="list-style-type: none"> keeps the record of the farm oversees farm financial record helps the farm owner to keep track income and expenditures
Security	<ul style="list-style-type: none"> enforces laws, rules and farm policies

Guard	<ul style="list-style-type: none"> • responds to emergencies and protects property • controls access to buildings and protecting employees, guests, and the public • monitors alarms and surveillance systems • patrols areas and performing security checks • writes activity and incident report
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What's More

Activity 1.1

Direction: Answer the following questions briefly.

1. Give the roles of an effective team members.

2. What are the objectives of a team?

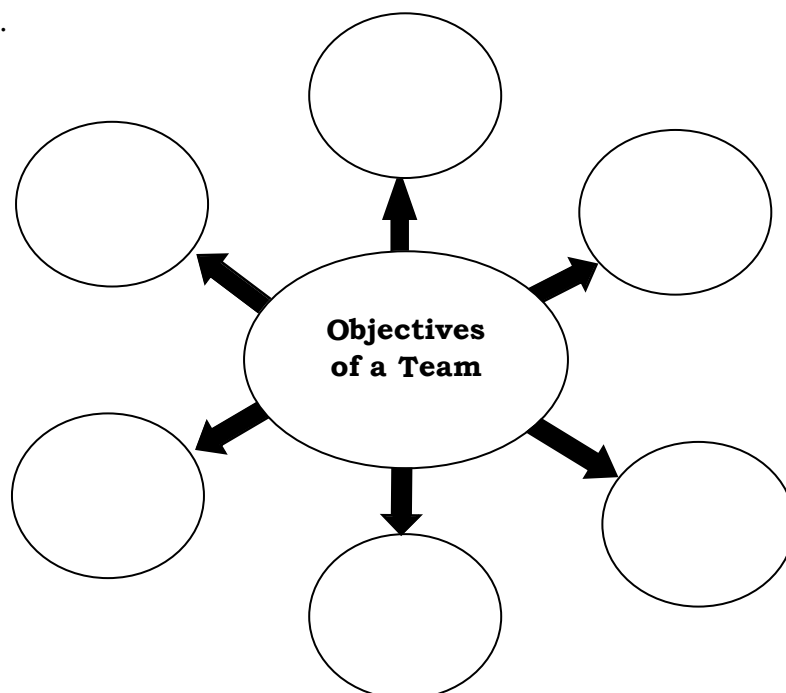
3. What are the team parameters to gauge success?

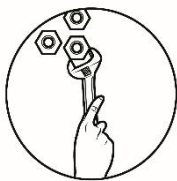


What I Have Learned

Activity 1.2

Direction: Give the six (6) objectives of a Team using a bubble map. Write it in your Work Sheet.





What I Can Do

Activity 1.3

You are a team leader in a start-up organization in your community. Your organization focuses on giving livelihood programs to women. As an initial stage, you need to meet your team members and orient them about their specific roles and responsibilities they need to perform throughout the program. Your task is to complete the table reflecting each member's roles and responsibilities.

Team Roles	Responsibilities
1.	
2.	
3.	
4.	
5.	

Great job! You can now proceed to the next lesson.

Lesson 2

Internal and External Team Members

Learning Objectives:

1. Identify and recognize roles and responsibilities of other team members; and
2. Identify reporting relationships within team and external to team



What's In

Hello, dear student! Did you enjoy reading and studying the first lesson on the roles and responsibilities of a team? How did you find the given varied activities? Have you learned a lot? Do you want to experience another wonderful benefit of being in a team?

Remember, being a member of a team will help improve our whole being. It helps enhance and develop our personal outlook in life.

Do you want to experience all of these? Then, deepen your understanding about how to identify relationship within and outside a team and how to prioritize competing demands to achieve personal, team and organizational goals and objectives.



What's New

Directions: There are ten words hidden prescribing the roles of internal and external members of the group which are shown in the box. Find and write them on your answer sheet. The words you will find are positioned in all directions, written from right to left, horizontally, vertically and diagonally, but are always on one straight line.

TEAM LEADER				FACILITATOR				TEAM RECORDER				TIME KEEPER			
FARM OWNER				FARM MANAGER				FARM TECHNICIAN				FARM GUARD			
BOOK KEEPER				CARE TAKER											
B	A	R	E	N	L	A	B	O	R	E	R	S	T		
E	R	S	T	F	A	R	M	G	U	A	R	D	H		
A	T	I	M	E	K	E	E	P	E	R	F	R	A		
M	I	F	A	R	M	S	U	R	E	D	A	R	T		
T	E	A	M	R	E	C	O	R	D	E	R	B	C		
E	H	C	L	I	E	N	T	A	B	C	M	O	A		
A	G	I	H	G	O	O	D	P	R	A	O	O	R		
M	S	L	C	T	I	C	E	S	D	O	W	K	E		
L	A	I	P	R	A	C	T	I	C	E	N	K	T		
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A	D	A	A	M	E	M	B	E	R	S	R	E	K		
D	S	T	N	T	A	K	E	R	S	I	N	P	E		
E	F	O	F	A	R	M	M	A	N	A	G	E	R		
R	O	R	F	O	O	D	T	O	E	A	T	R	E		
F	A	R	M	T	E	C	H	N	I	C	I	A	N		



What is It

Roles and Responsibilities of other Team Members

1. Team leader
 - a. ensures smooth and effective operations of the team.
 - b. guarantees that all members participate during the meetings and prevents members from dominating the proceedings unnecessarily.
 - c. serves as a mediator between the team and the Quality Council and implements the changes recommended by the team.
 - d. prepares the agenda of all meetings and assures that necessary resources are available for the meeting.
 - e. secures that team decisions are taken by consensus rather than unilaterally.
2. Facilitator
 - a. supports the leader for facilitating the team during initial stages of the team.
 - b. focuses on team process.
 - c. provides feed back to the team concerning the effectiveness of the team process.
3. Team Recorder
 - a. documents the main ideas of the team's discussion
 - b. presents the documents for the team to review during the meeting and distributes them as "minutes of the meeting" afterwards.
4. Time keeper
 - a. monitors the time to maintain the schedule as per agenda.
 - b. participates as a team member.
5. Individual Member
 - a. should actively participate in meeting and shares knowledge, expertise, ideas and information.
 - b. should respect others' contribution.
 - c. should listen carefully and ask questions.

Reporting Relationships within Team and External to Team

Reporting relationships refers to an organizational structure in which every employee is placed somewhere on an organizational chart. The employees report to the employee who is listed above them on the organizational chart. It is a very important part of most organizational structures. This is how a company holds accountability and rewards employees based on professional actions. Especially as organizations are incorporating synergy (team-based functional cooperation), the reporting strategies are getting confused.

Example of an Organizational Chart showing the relationship among group of workers in the Farm

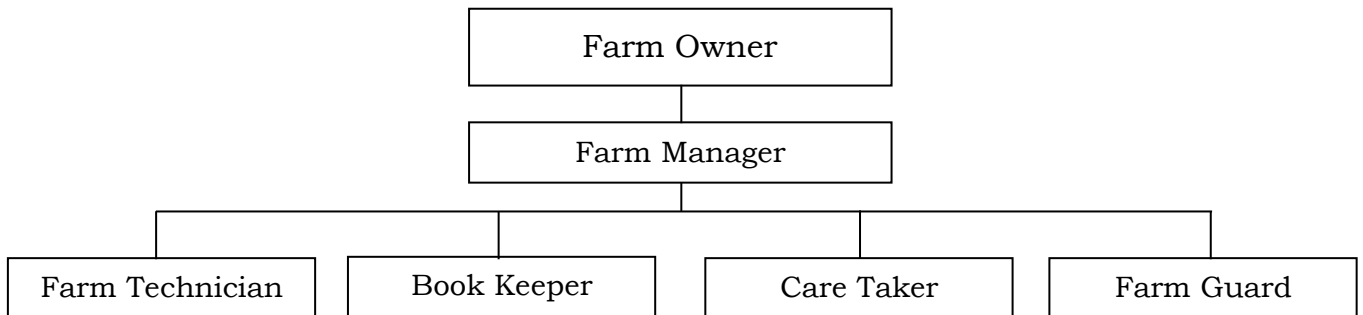
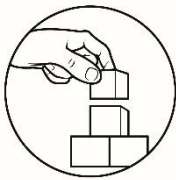


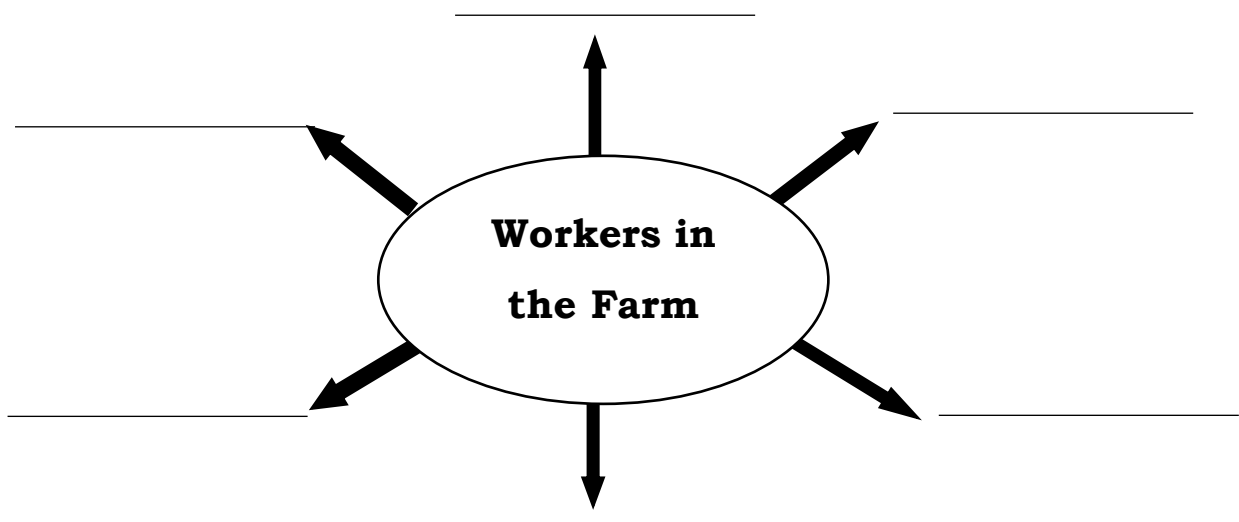
Figure 1. It shows the internal structure, parameter and relationships, between individuals in the organization. The diagram shows that the farm owner has direct contact with his farm manager. The farm manager has direct contact and supervision to the farm technician, book keeper, care taker and the farm guard.



What's More

Activity 2.1

A. Using the web below, list down who are the team members in a workplace.





What I Have Learned

Activity 2.2

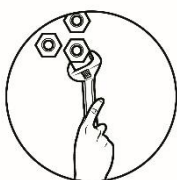
Answer the following questions briefly. Write your answers on your answer sheet.

1. Why there must be a good relationship within team and external team members?

2. What is the importance of an organizational chart in every team?

3. Why is it important to be familiar with the different responsibilities of each team member?

4. How will you recognize roles and responsibilities among other members?



What I Can Do

Activity 2.3

Direction: If you will be given a chance to own and manage a poultry farm, how would you manage it effectively? By developing an organizational chart, every member in your group or team will become aware of their roles and responsibilities. Create your own organizational chart to make your business more functional. Start from the first rectangle.

Organizational Chart of a Poultry

Great job! You can now proceed to the next lesson.

Lesson

3

Set and Meet Work Priorities

Learning Objectives:

1. Prioritize competing demands to achieve personal, team and organizational goals and objectives;
2. Utilize resources efficiently and effectively to manage work priorities and commitments; and
3. Follow practices and economic maintenance of equipment and facilities as per established procedures.



What's In

So, how are you feeling right now? How did you find doing the activities from the previous lesson on Roles and Responsibilities of a Team? How did you find the given varied activities? Have you learned a lot? Are you still there enjoying the lessons?

Remember, going to work in the morning when your part of a great team feels joyous and exciting. There's a special feeling when your teammates work towards the same goal as you can share in the journey's camaraderie, as well as the accomplishments.

Want to see all of this? Then, expand your understanding about how to set and meet work priorities.



What's New

Activity 3.1

This lesson comprises series of topics in setting and meeting work priorities related in animal production.

Instruction: Create either a song, a rap, a chant or, a jingle in which you will relate it in setting and meeting work priorities in achieving your personal and team goals in an organization. Be ready to present it during your meeting with your teacher.

You will be graded according to the given RUBRICS below.

Category	Needs Improvement (5 points)	Satisfactory (10 points)	Very Satisfactory (15 points)	Rating/ Score
1. Poetic form	The song does not follow a poetic form	Some of the lines of the song follow a poetic form	Most of the lines of a song follow a poetic form	
2. Relevance	The song does not relate to the topic	The song somewhat relates to the topic	Most of the lines of a song follow a poetic form	
3. Pronunciation	6-10 mispronounced words	1-5 mispronounced words	None mispronounced words	
4. Eye contact	Does not hold eye contact with the audience before, during and after the presentation.	Sometimes holds eye contact with the audience before, during and after the presentation.	Holds eye contact with the audience before, during and after the presentation.	



What is It

Prioritize Competing Demands to Achieve Goals and Objectives

Competing demands mean you have two or more things you want to do, but cannot do both. Each of these two things is "demanding" your time.

Steps to prioritize competing demands in a business

1. Collect a list of all your tasks. Pull together everything you could possibly consider getting done in a day. Don't worry about the order or the number of items upfront.
2. Identify urgent vs. important. The next step is to see if you have any tasks that need immediate attention. We're talking about work that, if not completed by the end of the day or in the next several hours, will have serious negative consequences (missed client deadline; missed publication or release deadlines, etc.). Check to see if there are any high-priority that needs to be done immediately.
3. Assess value. Next, look at your important work and identify what carries the highest value to your business and organization. As a general practice, you want to recognize exactly which types of tasks have top priority over the others.
4. Order tasks by estimated effort. If you have tasks that seem to tie for priority standing, check their estimates, and start on whichever one you think will take the most effort to complete.
5. Be flexible and adaptable. Uncertainty and change are given. Know that your priorities will change, and often when you least expect them to. But—and here's the trick—you also want to stay focused on the tasks you're committed to completing.

6. Know when to cut. You probably can't get to everything on your list. After you prioritize your tasks and look at your estimates, cut the remaining tasks from your list, and focus on the priorities that you know you must and can complete for the day.

Utilize resources efficiently and effectively to manage work priorities and commitments.

Business resources are known as factors of production, consist of land, labor and capital. Other resources include energy, entrepreneurship, expertise, management, and time.

1. Land. It is real estate or property, minus buildings and equipment, that designated by fixed spatial boundaries. Land ownership may offer the titleholder the right to natural resources on the land.
2. Labor. This is the amount of physical, mental, and social effort used to produce goods and services in an economy.
3. Capital. It is a term for financial assets, such as funds held in deposit accounts and/or funds obtained from special financing sources.
4. Energy. It is the quantitative property that must be transferred to an object in order to perform work on.
5. Time. This is a measure in which events can be ordered from the past through the present into the future, and also the measure of durations of events and the intervals between them.
6. Expertise. It refers to an expert skill or knowledge in a particular field.
7. Entrepreneurship. This is the activity of setting up a business or businesses, taking on financial risks in the hope of profit.
8. Management. It is the administration of an organization, whether it is a business, a not-for-profit organization, or government body.

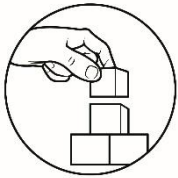
How to Utilize Resources Efficiently and Effectively?

1. List your priorities
Write down everything that goes through your mind, even the most trivial thoughts.
2. Empower your to-do-list
List the issues that are crucial to each day. Only critical calls, important meetings, medical checkups, and work-related goals should figure in your daily calendar.
3. Maintain people's lists intelligently
Your boss, spouse, children, and many other important individuals need separate to-do-lists.
4. Learn the art of relaxation
Don't pack a day with so much action that you're left drained. Learn to relax and let go. Take a walk and smell the roses. Clarity of thought will bless you with the wisdom of knowing what's important and what isn't.
5. Understand the importance of adequate rest

Good Practices and Economic Maintenance of Equipment and Facilities as per Established Procedures

The word 'maintenance' does not mean repairs. But maintenance really means to keep up and not only to repair when it breaks down. It must be a regular and methodical process. The emphasis should be on maintenance rather than on repair. The following are:

1. Equipment inspection, cleaning and lubrication
2. Maintenance of existing plant buildings and grounds
3. Maintenance of existing plant and equipment
4. Property accounting
5. Proper storage keeping
6. Pollution and noise control
7. Waste disposal
8. Providing care taker services



What's More

Activity 3.1

Directions: Read carefully the questions below. Write your answers on your answer sheets.

1. What are the things that you need to observe in conducting a workplace meeting?

2. Enumerate below the specific responsibilities of a presiding officer.

3. What are the activities that you do during call to order?



What I Have Learned

Activity 3.2

Direction: Answer the following questions briefly.

1. What will you do to prioritize competing demands in a business?

2. Why is it important to utilize resources efficiently and effectively in managing a business?

3. What will you do to economically maintain equipment and facilities as per established procedures?



What I Can Do

Activity 3.3

Directions: The following questions will stretch your understanding on working in team environment. Answer the questions comprehensively.

A. As a poultry farm manager, make your economic way of maintaining equipment and facilities as per established procedures. Write your answers on your answer sheets.

B. As a team member, how do you communicate and interact with your teammates?

Keep up the good work! You may now proceed to the next lesson.

Lesson

4

Work as a Team Member

Learning Objectives:

1. Undertake appropriate forms of communication and interactions;
2. Make appropriate contributions to complement team activities and objectives;
3. Follow reporting using standard operating procedures; and
4. Contribute development of team work plans based from team role.



What's In

Hello, dear student! Did you enjoy learning on how to set and meet work priorities, goals and objectives of a team? How did you find the given varied activities? Have you learned a lot? Do you want to be an effective team player on your own way?

Working in teams can be both beneficial and challenging at the same time. Sharing work can be less than ideal if the team members don't work well together. Teams that work well can greatly increase workplace productivity and create a more organized company culture.



Do you want to be an effective team player in your own way? Then, deepen your understanding on how to work as a team member by proceeding to our next lesson.



What's New

Activity 4.1

Direction: Study and analyze the given statements on the appropriate forms of communication and interactions among team members. Check a “**Thumbs up**” sign if you agree with the given statement, “**Thumbs down**” sign if you disagree.

Appropriate Forms of Communication and Interactions among Team Members		
1. Storytelling is an example of a verbal communication.		
2. The medium of the message in case of verbal communication is oral.		
3. Face to face communication is the most preferred common type of communication among teammates.		

4. Written communication consists of traditional paper and pen documents.		
5. Verbal communication occurs when we engage in speaking with others.		
6. Verbal communication can be made face-to-face, over the telephone and via Skype or Zoom.		
7. Written communication can be in a form of an email, or a memorandum.		
8. Non-verbal communication includes facial expressions, posture, eye contact and hand movements.		
9. Constant communication is not necessary in an organization.		
10. Verbal, written and face to face communication are essential in any organization.		



What is It

Appropriate Forms of Communication and Interactions

1. Verbal Communication

Verbal communication occurs when we engage in speaking with others. It can be face-to-face, over the telephone, via Skype or Zoom, etc. It involves the usage of words while the delivery of the intended message is being made. It can be one-on-one, over the phone or in group settings, etc. it is a method of effective communication that is personal and has to be used more than only phone calls and emails whenever possible. The medium of the message in case of verbal communication is oral. Simple speaking is verbal communication like Storytelling and Crucial Conversations.

2. Written Communication

It cannot be avoided in the workplace. It is present everywhere and consists of traditional paper and pen documents and letters, text chats, emails, typed electronic documents, reports, SMS and anything else that might be conveyed by the use of written symbols like language which includes any documents that are a part of the day to day business life.

3. Face-to-Face Communication

This is usually preferred methods of communication although it is not realistic all the time, especially in organizations that are based in several locations around the globe. However, tools like videoconferencing make approximate face-to-face communication possible and help even the large organizations in creating personal connections between the management and the staff.

Appropriate Contributions to Complement Team Activities

1. Commitment and Trust

All members of a high-impact team must be fully committed to achieving the team's mission and goals. Each member must devote a reasonable amount of time and energy to advancing the team's mission and must be able to trust that all other team members are doing same.

2. Open Lines of Communication

Effective teams must have open lines of communication. Communication must be honest and flow between all team members equally. Team members who understand each other's unique communication styles, or who agree on a single style of communication from the outset, are more likely to move the team in a productive direction that everyone understands and supports.

3. Diversity of Capabilities

Teams that possess a wide range of professional competencies can be more fully equipped to meet a wide range of challenges. When building teams, take time to ensure that each team member possesses skills and strengths that complement the skills, strengths and weaknesses of other team members.

4. Adaptable to Changing Conditions

High-powered teams must be flexible and adaptable to changing conditions. Team strategies, goals, tasks, workflows and even members can change over the life of the team. Team members should be able to rally together and meet new challenges head-on, rather than splintering into ideological factions or banding together to resist change.

REPORTING USING STANDARD OPERATING PROCEDURES

Standard operating procedures are detailed, these are written instructions on how to perform a routine business activity. They are easy to read and they explain every detail of the process being described. It is important to keep in mind that a good standard operating procedure doesn't focus on what needs to be done but rather how it should be done. A standard operating procedure is an effective tool that every business should have.

Steps to Follow:

1. Develop a list of your business processes

To get started, have the managers talk to your employees about the duties they perform in their jobs every day. This will allow them to begin creating a detailed list of processes that need standard operating procedures.

2. Plan the process

In this step, you will need to decide on a format for your process. Do you want it to be a step-by-step guide or a workflow diagram? From there you can create a template. You will also need to decide how your standard operating procedure will be made visible to your employees. A written copy will be posted or will be available online.

3. Talk with employees

Now that you have your list of processes and you have created your template; you need to talk to your employees. This is important because you can't fully understand the process unless you have spoken with the people who actually perform it on a daily basis.

4. Write and review the process

Once you have spoken with your employees, immediately add your notes to the template. From there you can review your standard operating procedure with employees once again and obtain input from your managers. You should also determine who will be responsible for oversight and maintenance of the standard operating procedure.

5. Maintain the process

Your work is not finished once the standard operating procedure is written! In order for it to remain relevant and useful, you must maintain and update it at least once a year.

Development of Team Work Plans Based from Team Rose

A **work plan** is an outline of a set of goals and processes by which a team and/or person can accomplish those goals, and offering the reader a better understanding of the scope of the project. Through work plans, you break down a process into small, achievable tasks and identify the things you want to accomplish.

Steps to Make a Work Plan:

1. Identify the Project Name, Purpose and General Timeline

By doing this you can tell your project approvers that your project will take one quarter, six months or one year given the purpose of the project, as well as the rest of the information you will fill in after this step. You should also tell your project approver the purpose of your project.

2. Put Your Work Plan into Context

Write an introduction and background to better outline why you need this project to happen and what made you consider trying to meet that ultimate goal in the first place.

3. Establish Your Goals and Objectives

Your goals might sound like your purpose, but they're a little more specific in that they're more long-term oriented. Similarly, your project objectives should be measurable. It's best to use your SMART goals here. Build out what is specific, what is measurable, what is achievable, what is relevant and what can be done within the project time frame.

4. Define and Coordinate Your Resources

When you define and coordinate your resources, be sure to address the following questions:

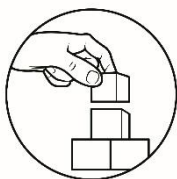
- How much of the budget will go towards this project?
- From what department will the budget be allocated?

5. Understand Your Constraints

And especially consider the triple constraint of time, budget and resources. Because at this point, you've already listed out all three in previous steps, you can now factor in risks that might hamper those processes.

6. Discuss Risks and Accountability

Risks need to be assessed from as many corners as possible. Consider paid time off, vacation time that staff has accrued, and company holidays. Consider any freak accidents that might affect your budget or timeline directly. And then appoint someone to take charge in case the environment becomes favorable for those risks to become reality. Create a sense of accountability so that all team members can have an active stake in the successful outcome of the project and to minimize the possibility of error.



What's More

Activity 4.1

Direction: Below are disarranged steps in reporting using standard operating procedures. Rearrange them according to their proper steps and procedure. Write only the number opposite to the given procedure.

Standard Operating Procedures	Proper order (1-5)
Write and review the process	
Maintain the process	
Identify the Project Name, Purpose and General Timeline	
Put Your Work Plan into Context	
Talk with employees	



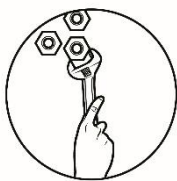
What I Have Learned

Activity 4.2

Direction: Answer the following questions. Write your answer in the activity sheet.

1. Why is it important to have proper communication and interaction among team members?

2. As a team member, what are your contributions to complement team activities and objectives?



What I Can Do

Activity 4.3

Direction: Analyze the situation below.

Ms. Arianne was the laboratory in-charge of the farm. Her task was to provide a report on the apparatus she received. It happened she committed a mistake in recording some details on the report.

As what you have learned in this lesson, how will you help Ms. Arianne settle her report.

Congratulations! You are done with our Module 2, Work in Team Environment. But here are other things you need to do: Answer our assessment and do the additional activities next to this.



Assessment

Post Assessment

Direction: Select the best answer and write it on your answer sheet.

1. He supports the leader for facilitating the team during initial stages of the team.
A. Facilitator
B. Team keeper
C. Team leader
D. Time member
2. He documents the main ideas of the team's discussion.
A. Facilitator
B. Team keeper
C. Team leader
D. Time recorder
3. Each of these two things is "demanding" your time.
A. management
B. business resources
C. value assessment
D. competing demands
4. The following are the steps to prioritize competing demands in a business except _____.
A. assess the land
B. knows when to cut
C. be flexible and adaptable
D. collect a list of all your tasks
5. Which from the following is known as factors of production, consist of land, labor and capital.
A. management
B. assess value
C. business resources
D. competing demands
6. It refers to a group of individual (human or non-human) working together to achieve their common goal.
A. group
B. organization
C. team
D. all of the above
7. It refers to confidence, faith, or hope in someone.
A. accountability
B. commitment
C. efficiency
D. trust
8. It is the obligation of an individual or organization to account for its activities, accept responsibility for the, and transparently disclose the results.
A. accountability
B. commitment
C. conflict
D. trust
9. It is the ability to avoid wasting materials, energy, efforts, money, and time in doing something or in producing the desired results.
A. accountability
B. conflict
C. efficiency
D. trust
10. We prepare the agenda of all meetings and ensures necessary resources are available for the meeting.
A. Facilitator
B. Team keeper
C. Team leader
D. Time member
11. Which from the following is the appropriate forms of communication and interactions?
A. hand movement
B. oral communication
C. face to face communication
D. none of these
12. The following are the appropriate contributions to complement team activities and objective except _____.
A. Commitment and trust
B. Diversity of capabilities
C. Open line communication
D. Face to face communication

13. Which from the following is the step to follow in reporting using standard operating procedures?
- A. Plan the process
 - B. Understand your constraints
 - C. Put your work plan into context
 - D. Discuss risks and accountability
14. Which from the following are the steps to make a work Plan?
- A. maintain the process
 - B. write and review the process
 - C. establish your goals and objectives
 - D. all of the above
15. Refers to the amount of physical, mental, and social effort used to produce goods and services in an economy.
- A. capital
 - B. labor
 - C. land
 - D. time



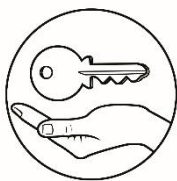
Additional Activities

A. Direction: Interview any official in your barangay about his/her duties and responsibilities.

Name of the Official: _____

Address: _____

Duties and Responsibilities
1. _____ _____
2. _____ _____
3. _____ _____
4. _____ _____
5. _____ _____



Answer Key

<p>What I Know</p> <p>1. C 2. D 3. B 4. C 5. C 6. D 7. D 8. D 9. A 10. C 11. B 12. C 13. D 14. A 15. D</p>	<p>Assessment</p> <p>1. D 2. D 3. D 4. A 5. C 6. C 7. D 8. B 9. C 10. C 11. C 12. D 13. A 14. D 15. B</p>	<p>ACTIVITY 1.1</p> <p>1. TEAM 2. TRUST 3. COMMITMENT 4. ACCOUNTABILITY 5. PRODUCTIVITY 6. EFFICIENCY 7. QUALITY 8. SUSTAINABILITY 9. ENGAGEMENT 10. TRAINING</p> <p>ACTIVITY 2.1</p> <p>1. TEAM LEADER 2. FACILITATOR 3. TEAM RECORDER 4. TIME KEEPER 5. FARM OWNER 6. FARM MANAGER 7. FARM TECHNICIAN 8. BOOK KEEPER 9. CARE TAKER 10. FARM GUARD</p>	<p>ACTIVITY 4.1</p> <p>1. THUMBS UP 2. THUMBS UP 3. THUMBS UP 4. THUMBS UP 5. THUMBS UP 6. THUMBS UP 7. THUMBS UP 8. THUMBS UP 9. THUMB DOWN 10. THUMBS UP</p>
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