

COMPETENCE AREA:

Cooperating successfully in teams

COMPETENCES CRITERIA

INDICATORS

CONTRIBUTING ACTIVELY TO TEAM TASKS

Knowledge of the tasks of the team

Knows how to orientate and relate his/her efforts to the tasks of the team

Skill to clarify roles and responsibilities in the team

Masters methods and techniques to support a clear and fair division of roles and responsibilities

Promotes communication and cooperation amongst team members to show qualities and overcome resistance

Openness to tasks that are not necessarily part of their usual role

Dares to be challenged and to take on new roles and responsibilities

Requests and offers support when needed

Looks for additional resources where needed

BEING WILLING TO TAKE ON RESPONSIBILITY

Knowledge of one's possibilities and limits in the context of educational activity

Analyses and identifies their own resources and limits in the context of the activity

Skill to ensure that roles and responsibilities are properly distributed in the team

Ensures that knowledge and skills in the team are shared and communicated

Contributes to team members' well-being with regard to the tasks to be performed

Openness and readiness to accept challenges

Challenges their own competences

Follows through with new tasks to ensure safety for the team members and learners

**ENCOURAGING
AND
INVOLVING
OTHER TEAM
MEMBERS**

Knowledge of the resources of team members	Demonstrates an understanding of team competences
Skill to involve other team members	Coaches colleagues – where possible and necessary – based on the approach to non-formal learning (e.g., if requested)
	Encourages colleagues
	Facilitates team spirit and trust
Skill to foster cooperation among team members	Applies team work mechanisms
	Balances working styles and preferences
	Challenges colleagues where necessary and appropriate
	Highlights everyone's strengths
Curiosity and goodwill towards the team members	Shows genuine interest in and support for team members

**LEARNING WITH
AND FROM
OTHERS**

Awareness of the learning potential others can offer and of the principles of 'to get and to give'	Acknowledges colleagues' learning potential and makes best use of it
Openness towards sharing one's own potential and curiosity about others' resources	Shares their own ideas and resources and shows interest in other team members' ideas and resources
	Asks for support and recognises personal limitations
	Supports colleagues' learning needs

BEING AWARE OF THE TEAM PROCESSES AND HOW THEY AFFECT THE TEAM'S EFFECTIVENESS

Knowledge of team processes and their influence on team effectiveness	Refers to team processes and their potential influence on team effectiveness
Skill to recognise team processes during team work and to adjust them accordingly	Manages tailor-made team work processes
Openness to team processes and recognition of their importance	Shows an interest in the team process and does not ignore any team work issues

MANAGING DISAGREEMENTS CONSTRUCTIVELY

Knowledge of the theories and concepts of constructive communication (e.g., social intelligence, emotional intelligence, conflict resolution, etc.)	Refers to these theories and concepts to understand and explain disagreement
Skill to recognise disagreements and apply specific ways and methods for dealing with disagreements	Recognises disagreements and applies various ways to deal with them Drives collective and individual emotions towards a resolution Receives and phrases criticism respectfully, honestly and constructively Listens to and expresses emotions in a team work context
Tolerance for interpersonal tensions and openness to deal with disagreements	Deals with frustration in a constructive manner