

# NCO113 Teamwork in the Modern Workplace

**Level:** 1

**Credit Units:** 2.5 Credit Units

**Language:** ENGLISH

**Presentation Pattern:** ALL SEMESTERS

## Synopsis:

In the workplace, one's performance is often evaluated based on skills and competencies – job-specific behaviours defined by an observable set of actions and activities and measured by the application of knowledge, skills, and abilities. This course aims to empower students with the essential skills and competencies required for effective teamwork and the confidence to apply them, taking into consideration cross-functional work contexts, team roles, and influences like culture and personality. Designed with the experiential learning cycle in mind (concrete experience, reflective observation, abstract conceptualisation, and active experimentation), learning in the course will revolve around case studies, self-reflection, role-play, providing and receiving peer critique, as well as active experimentation as students engage in full-cycle learning. Through the various learning activities, students will have opportunities to experience, think about, and use the relevant skills and competencies required for effective teamwork. Assessment will be in the form of a quiz, class participation, an individual assignment and a group-based assignment.

At the end of the course, students will be able to analyse and apply the skills and competencies for effective teamwork.

## Topics:

- Self-Awareness and Team Performance
- Team Skills and Competencies
- Communication in Teams
- Problem-solving in Teams
- Managing Relationships in Teams
- Team Conflict and Consensus

## Learning Outcome:

- Discuss personality, team roles and team composition, and their impact on work performance
- Identify appropriate abilities and actions befitting each skill and competency
- Analyse the dynamic application of skills and competencies under different work contexts and team roles
- Demonstrate empathy in teamwork
- Apply appropriate communication skills in different work contexts
- Use skills and competencies that promote effective teamwork

## Assessment Strategies - Regular Semester (Evening Class):

Components	Description	Weightage Allocation (%)
Overall Continuous Assessment	PARTICIPATION 1	15

Overall Continuous Assessment	TUTOR-MARKED ASSIGNMENT 1	45
	GROUP BASED ASSIGNMENT 1	30
	QUIZ 1	10
<b>Total</b>		<b>100</b>

**Assessment Strategies - Special Semester (Evening Class):**

Components	Description	Weightage Allocation (%)
Overall Continuous Assessment	PARTICIPATION 1	15
	TUTOR-MARKED ASSIGNMENT 1	45
	GROUP BASED ASSIGNMENT 1	30
	QUIZ 1	10
<b>Total</b>		<b>100</b>

\*The information listed is subject to review and change.

