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Flipchart Protokoll

Wirtschaftsuniversität Wien

Master Class 2019/20

Competence Center for Emerging Markets & CEE

Teambuilding Seminar

16. November 2019

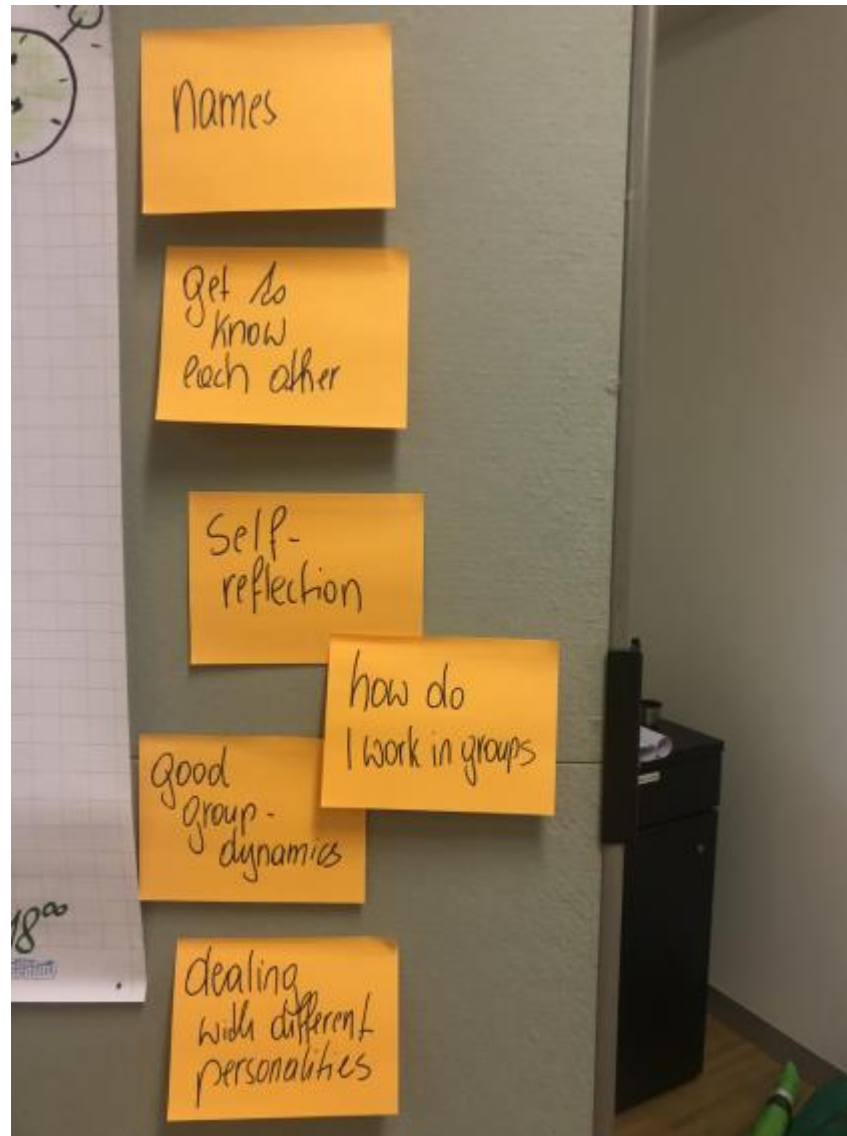
mit Kathrin Kordon

OBJECTIVES

Students



- ➔ get to know each other (better)
- ➔ establish a good basis for their future cooperation & network
- ➔ establish group rules for their cooperation in the upcoming year & elect 'class president'



SEMINAR STRUCTURE



10⁰⁰ Welcome & Orientation

TEAM WORK I:

"getting to know each other"

13⁰⁰ LUNCH at "CAMPUS"

14⁰⁰ Group presentations

TEAM WORK II:

"Cooperation"

Group rules

election class president

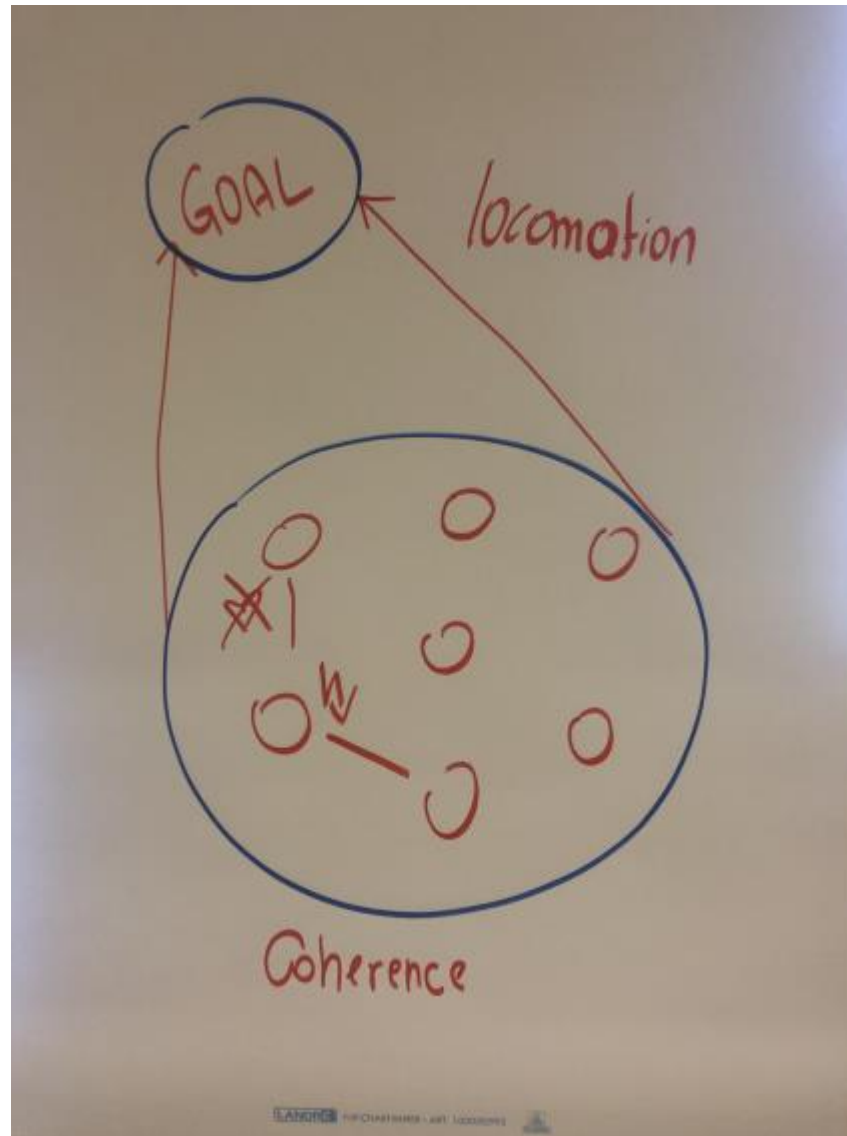
Evaluation, transfer, closure

18⁰⁰

beraterinnengruppe



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SOHARI WINDOW



TEAM WORK I

"group presentations"
in small groups

① INTERVIEWS 'ACTIVE LISTENING'



Focus ON 1 person for 10'
listen, ask, paraphrase....
DON'T SPEAK ABOUT YOURSELF!

② PREPARE a GROUP PRESENTATION of 5 minutes

- ↳ creative
- ↳ lively

- ↳ specific characteristics
- ↳ differences
- ↳ things in common

Guiding questions for interview

@ PERSON

- What do I want you to know about me: most important biographical facts about myself
- A particularly striking event in my life

@ PROFESSION / STUDIES

- My major motivation for this Master Class
- What do I find particularly positive/negative about my regular studies
- Where do I see myself in 10 years?









Reflection team activity II

- > Did we fulfill the task?
Why? Why not?
- > What was helpful in the process?
 - ——— disturbing ———?
- > Which roles have we observed in our team? (be concrete!)
- > How can our team culture be described?
- ↳ What do we 'learn' from this activity for our team 'culture'?
- ↳ Which rules do we wish to define?
 - ON CARDS!

Group rules:

Group A: COMMUNICATION

Group B: Networking & Cooperation: internal & external

Group C: Teamwork

①

COMMUNICATION

- WHATSAPP GROUP (24 H RULE)
- ACTIVE LISTENING
- CREATING A SAFE ENVIRONMENT FOR PPL TO EXPRESS THEIR IDEAS
- COMPROMISE
- COURAGE TO EXPRESS IDEAS
- CONSTRUCTIVE FEEDBACK
- OPENNESS TO RESOLVE CONFLICTS
- EMPATHY
- LANGUAGE! (ENGLISH)

C: TEAM WORK

- Group structure
(Recommendations for facilitator)
- Respect each others contribution
- be active in team work
- be tolerant & open
- communicate your workload, capacity
- respect deadlines
- distribute tasks ~~BEI~~ in a fair way
- Accept feedback (positive/negative)
- encourage & motivate team members 😊

Networking & Cooperation

Internal

- * WhatsApp group for instant communication (differentiate between formal and informal group)
- * Share Relevant Information
- * Strategy to allow everyone to express themselves
- * fun meeting → Barker

Representative

External:

- * Respect deadlines
- * Be punctual!
- * Respectful and Professional
- * Engage with external partners

Berkay

Class spokesperson

Ferdinand
&
Berkay