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SOFT skills

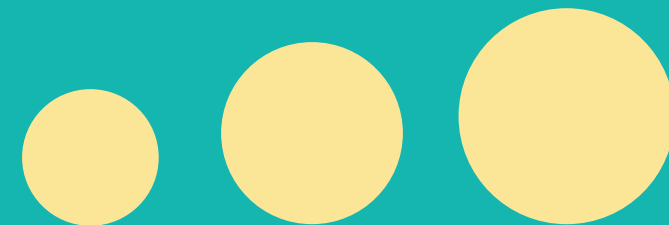
Soft Skills for Youth Employment

Cooperation



**SOFT SKILLS
FOR YOUTH
EMPLOYMENT**

2022-1-TR01-KA220-YOU-000087078





Cooperation



2.0 hours



**Multiplication of 8 people
(groups of 8, 16, 24)**

- Large piece of papers,
- Colorful markers
- Materials for one group of 8 people*
 - 1 set of building blocks,
 - 2 x A4 Papers,
 - 2 x Pens,
 - 2 x Blindfolds,
 - 2 (pairs) x Thick garden gloves
- *Number of materials should be multiplied according to the number of groups





AIM of the training



- Defining what cooperation is,
- Improve self-awareness about the cooperation,
- Exploring own behaviors during cooperation activity

STEP 1 - WARM UP activity - (10 minutes)



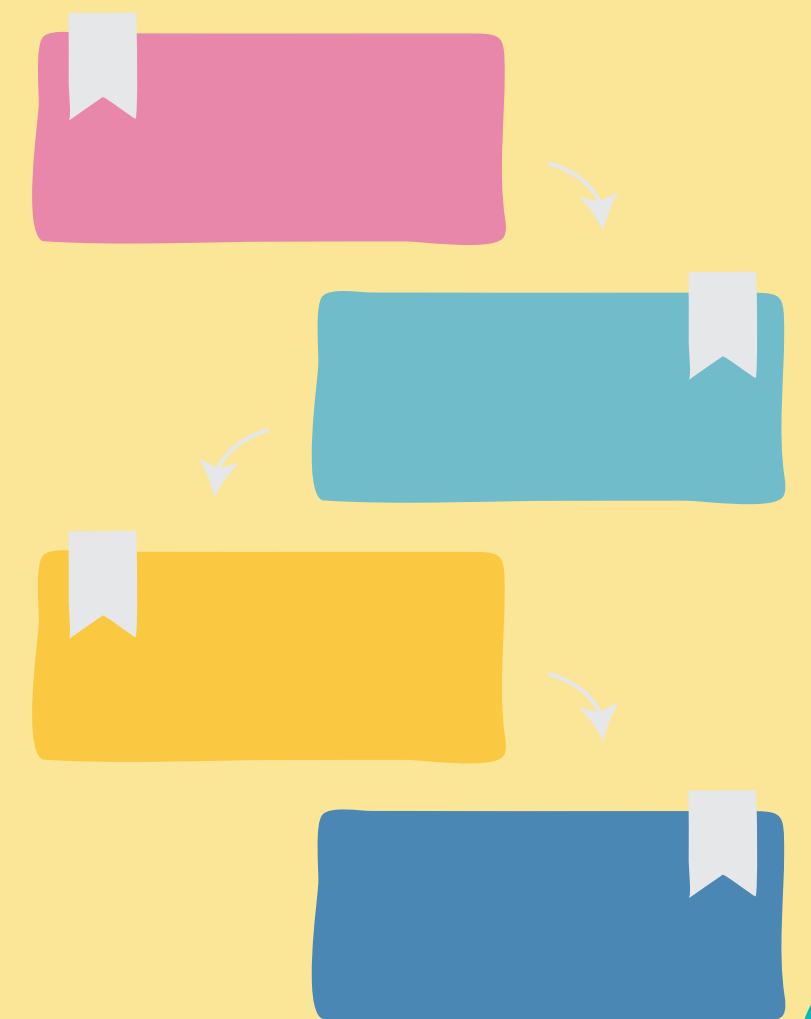
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Task 1. Mind Map – What the cooperation is?

Mind map is a visual way to organize thoughts and ideas. Follow the steps that are listed below:

- Central Idea - start with a main topic in the center.
- Main Ideas - identify key concepts and create branches.
- Sub-branches - break down main ideas into details.
- Keywords and Images - use concise words and simple images.
- Connect and Organize - link related ideas with lines.
- Color and Style - differentiate with colors and styles.
- Review and Refine - regularly adjust for clarity.
- Consider Software - explore digital tools for convenience.



STEP 2 - Understanding cooperation (15 minutes)



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Cooperation is a soft skill that describes a person's capacity to collaborate with others peacefully and productively in order to achieve a common objective. It entails cooperating with coworkers, playing well in teams, and enhancing group dynamics. Collaboration includes a number of crucial elements that make up effective teamwork.

Cooperation is highly regarded in the workplace because it fosters a more favorable work environment, more creativity, and better team performance. When it comes to fostering a productive and cooperative work atmosphere, soft skills like cooperation are frequently just as crucial as technical ones.





Key components of cooperation

Poor communication - it can impede cooperation and cause confusion and irritation. Examples of this include confusing instructions, misunderstandings, and a lack of information sharing.

Lack of trust - when team members don't trust one another, cooperation may suffer. This could be the result of previous disagreements, a lack of openness, or broken promises.

Competition and conflict - unresolved disputes or a hostile work environment within a team can impede collaboration. It's critical to resolve disputes quickly and foster a cooperative culture as opposed to a competitive one.



Key components of cooperation

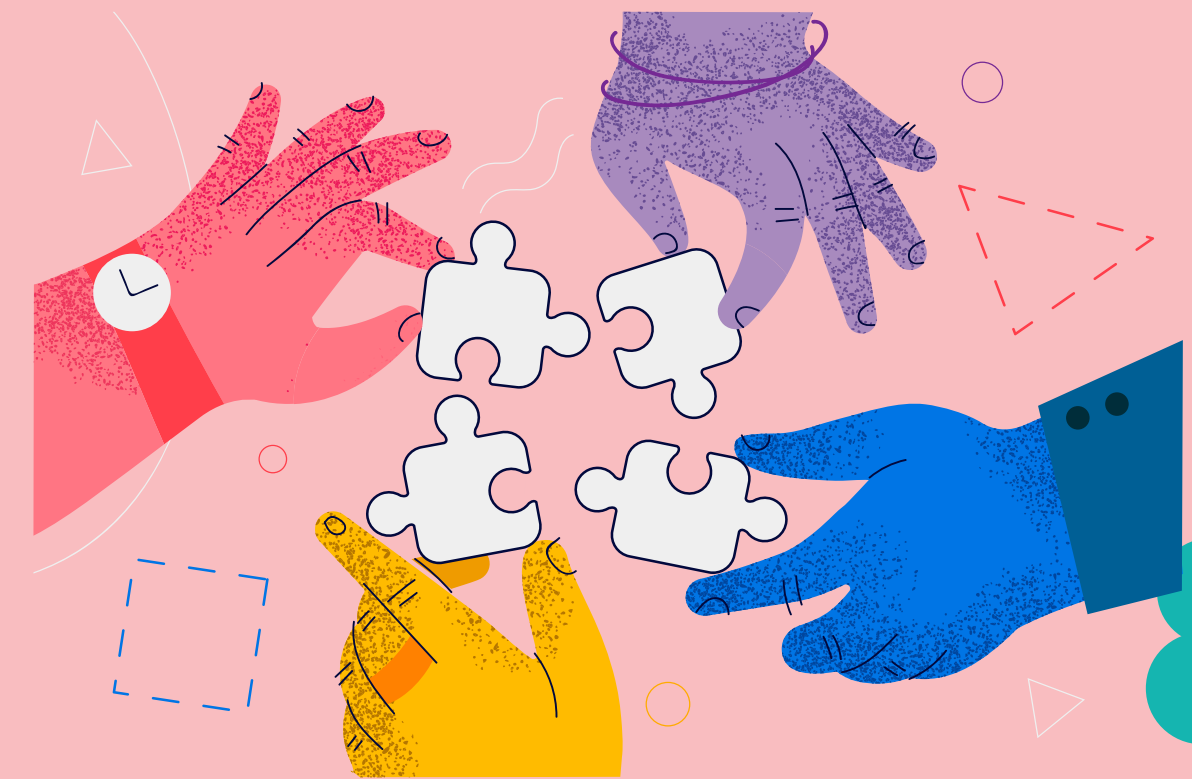


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Insufficient Leadership - inadequate guidance that does not offer unambiguous direction, backing, or acknowledgement might adversely affect collaboration. Confusion and disengagement can result from unclear or inconsistent leadership.

Mismatched Goals - when team members have opposing objectives or goals, cooperation may be hampered. To make sure that everyone is working towards the same goals, it is essential to align both individual and team goals.



Key components of cooperation

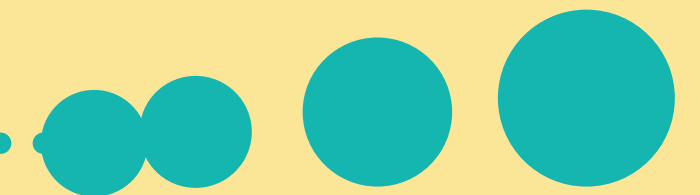


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Lack of inclusion and diversity - a homogeneous team may find it difficult to produce a range of viewpoints and ideas. Collaboration can be hampered by a lack of inclusion, which can make certain team members feel alienated.

Micromanagement - micromanagement, or undue control, can discourage team members from actively participating in collaborative endeavors by stifling innovation and autonomy.



Rules and tips for good cooperation



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Fostering a proper cooperation process within a team or organization can be done following some rules:

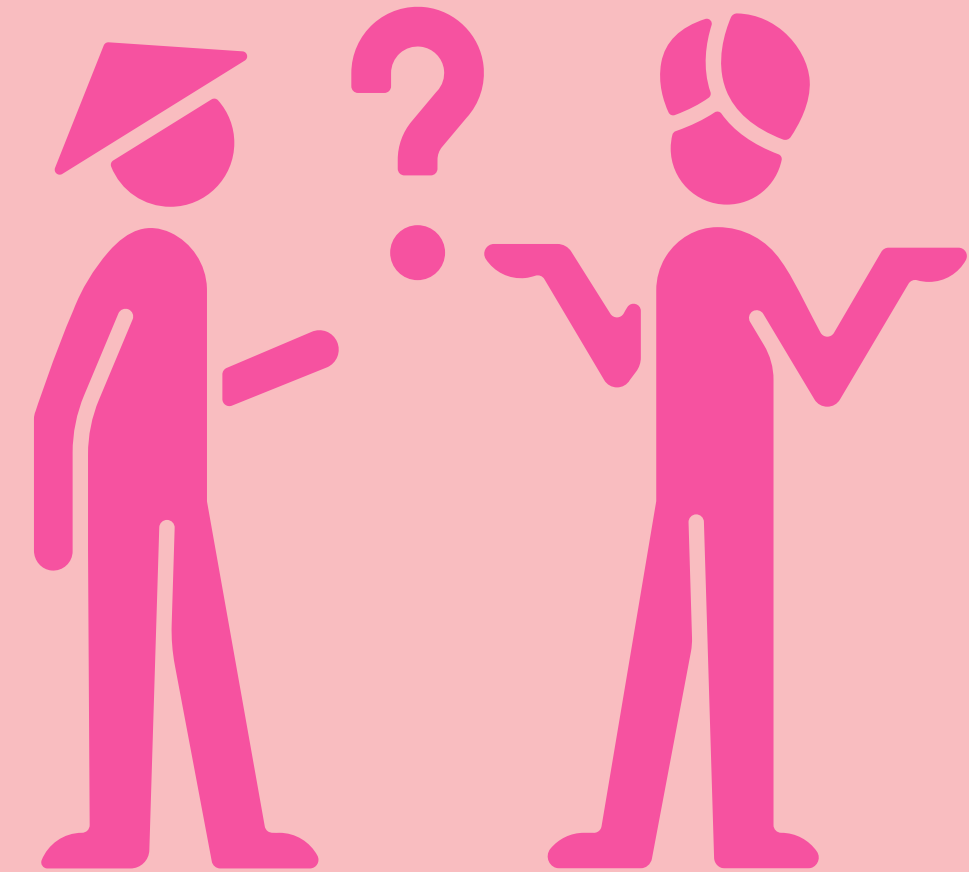
- Open communication - foster transparent and open communication.
- Trust and respect - build trust and respect diverse contributions.
- Clearly defined roles - outline clear roles and responsibilities.
- Shared goals - establish common, aligned goals.
- Collaboration over competition - encourage teamwork over competition.
- Feedback and improvement - establish a constructive feedback loop.
- Flexibility - embrace adaptability and flexibility.
- Inclusivity and diversity - foster an inclusive, diverse environment.
- Accountability - hold members accountable for commitments.
- Conflict resolution - address conflicts constructively.
- Recognition - acknowledge and celebrate achievements.
- Support and empowerment - provide resources and empower team members.
- Consistent leadership - lead by example with positive leadership.
- Continuous improvement - foster a culture of continuous improvement.



Cooperation barriers



- Communication Difficulties - cooperation is hampered by miscommunication, misunderstandings, and language problems.
- Problems with Trust - distrust can obstruct collaboration since it is frequently caused by disagreements or a lack of transparency.
- Culture of Competition - cooperation is discouraged when individual performance is prioritized over group accomplishment.
- Resistance and Ego - cooperative endeavors may be hampered by egocentric viewpoints and change-resistant behavior.
- Undefined Positions - confusion and problems with accountability result from unclear roles and responsibilities.
- Cultural Disparities - while differences in communication styles can be an asset, diversity can often provide difficulties.





- Absence of inclusivity - cooperation is hampered by exclusionary actions, which foster an environment that is not inclusive.
- Not enough resources - effective collaboration might be hampered by inadequate time, resources, or information availability.
- Inadequate guidance - a cooperative culture suffers from incompetent or erratic leadership.
- Fear of conflict - ignoring conflict resolution can negatively impact collaboration and team chemistry.
- Individual objectives above team goals - placing too much focus on personal goals shatters the cooperative spirit.
- Lack of recognition: Cooperation is hampered and demotivated when contributions are not acknowledged.



Cooperation tools

Cooperation is a soft skill that may be developed with the help of a variety of methods and resources. These resources frequently concentrate on improving team dynamics, communication, and cooperation.



Cooperation tools

Now take a sheet of paper and make a list of c tools you may know or you are using everyday to develop the cooperation skills.

Make a checklist following the next slide



- Collaboration Platforms - tools like Slack, Microsoft Teams, or Asana facilitate real-time communication and collaboration among team members. They provide a centralized space for sharing ideas, files, and updates.
- Project Management Software - platforms such as Trello, Jira, or Monday.com help in organizing tasks, setting goals, and tracking progress. These tools enhance coordination and cooperation within a team.
- Communication Apps - video conferencing tools like Zoom or Microsoft Teams and messaging apps like Slack or Microsoft Teams enable effective communication, especially in remote or distributed teams.



- Collaborative Document Editing - Google Docs, Microsoft 365, or Dropbox Paper allow team members to collaborate in real-time on documents, fostering joint efforts and efficient sharing of information.
- Feedback and Recognition Platforms -tools like 15Five or Bonusly enable regular feedback and recognition, promoting a positive and cooperative work culture.
- Training and Learning Platforms - platforms like LinkedIn Learning, Udemy, or Coursera offer courses on teamwork, communication skills, and conflict resolution, providing resources for skill development.



- Team-building Activities - platforms like TeamBonding or Playform offer virtual and in-person team-building activities designed to enhance cooperation, communication, and trust among team members.
- Personality and Team Dynamics Assessments - tools like DiSC, Myers-Briggs Type Indicator (MBTI), or StrengthsFinder help individuals understand their own and their team members' working styles, fostering better cooperation and collaboration.
- Coaching and Mentoring Platforms - platforms like Torch or Everwise provide coaching and mentoring services, offering personalized guidance to individuals and teams on improving cooperation and soft skills.





- Communication Skills Training Apps - Apps like Toastmasters International or SpeakUp help individuals improve their verbal communication skills, an essential aspect of cooperation.
- Conflict Resolution Tools - Resources such as the Harvard Negotiation Project or the Thomas-Kilmann Conflict Mode Instrument provide frameworks for resolving conflicts and improving cooperation.





ACTIVITIES

(AS MUCH TIME AS YOU NEED)



**COOPERATION
SKILLS
ACTIVITY 1
SOLO PROBLEM-
SOLVING
CHALLENGE**

**COOPERATION
SKILLS
ACTIVITY 2 -
PERSONAL GOAL
SHARING AND
SUPPORT**

COOPERATION SKILLS ACTIVITY 1 - SOLO PROBLEM-SOLVING CHALLENGE



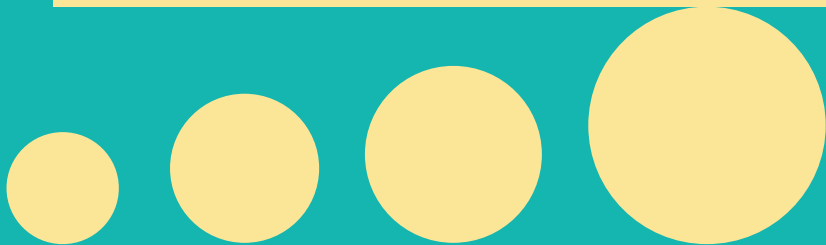
Select a task or issue that needs to be solved. It may be a goal for yourself, a difficulty at work, or a problem in the community.

Steps: Divide the issue into more manageable parts. Think about possible fixes for every part. Determine which areas could benefit from additional cooperation or contribution to improve the solution. Consult with friends, mentors, or coworkers to get their opinions or suggestions on particular areas of the issue. Incorporate the knowledge obtained from teamwork into your overall approach.

GOAL

This activity gives people practice asking for advice and insights from others, even while they are working alone. It highlights how crucial collaboration is to addressing issues and reaching decisions.

The word 'SOLO' is written in a bold, rounded, bubbly font. Each letter is a different color: 'S' is red, 'O' is blue, 'L' is orange, and 'O' is green. The letters have a thick black outline.





COOPERATION SKILLS ACTIVITY 2 - PERSONAL GOAL SHARING AND SUPPORT

Make a timetable for yourself to reach a personal or professional objective.

Steps: Clearly state your objective and divide it into manageable chunks. Tell a mentor, coworker, or trustworthy friend about your objective. Talk about how their advice or ideas might help you advance. Frequently provide updates about your successes and difficulties. Thank you and acknowledge the support that you have received.

GOAL

The goal of this exercise is to highlight how crucial cooperation is to personal development. Involving others in your personal growth process allows you to get insight from their viewpoints and improves your capacity for teamwork toward common goals.





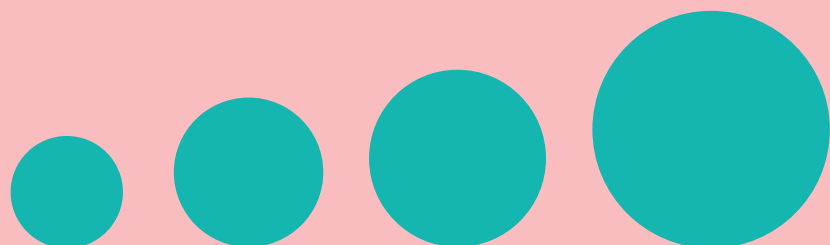
CONCLUSION (10 MINUTES)

- What have you learnt about cooperation?
- What have you learnt about yourselves?
- What would you like to be improved or changed?



WHERE TO FIND THEORY? Useful links

- <https://www.teambonding.com/improve-cooperation-amongst-co-workers/>
- <https://www.indeed.com/career-advice/career-development/collaboration-skills>
- [https://www.accelerate.uk.com/training-tools/belbin/nine-belbin-team-roles/#:~:text=The%20Belbin%20Team%20Roles%20consist%20of:%201%20Shaper,Plant%20\(PL\)%208%20Monitor-Evaluator%20\(ME\)%209%20Specialist%20\(SP\)](https://www.accelerate.uk.com/training-tools/belbin/nine-belbin-team-roles/#:~:text=The%20Belbin%20Team%20Roles%20consist%20of:%201%20Shaper,Plant%20(PL)%208%20Monitor-Evaluator%20(ME)%209%20Specialist%20(SP))



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