

Promoting Teamwork Skill in Professional Activities for Academic Staff – Hoa Lu University, Ninh Binh

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ABSTRACT

Summary: Facing the new mission of the educational career nowadays, the lecturers of Hoa Lu University, Ninh Binh have been trying their best in establishing training programs and innovating teaching methods with a view to being successful in mission of training high-quality human resources, conducting research and applying science and technology, to meet the socio-economic development requirements of the province and the country. In particular, the formation of specialized and professional research groups is a matter of particular interest in the school. Because the professional activities in groups will promote the strengths and professional strengths of each lecturer of the faculty. Each lecturer themselves with accumulated capacity and experience will have an influence on the group, and at the same time also receive the dialectical influences of friends and colleagues in the unit. Thanks to group activities, we both develop personal skills, acquire knowledge and experience for ourselves, and at the same time contribute to activities that bring material and spiritual values to the community; continue to strive further with the goal of "Building Hoa Lu University into a center for training high-quality human resources".

The content of the article clarifies a number of points of view, the role of teamwork skills, the urgency of specialized group work; current situation, strengths and limitations, advantages and disadvantages to improve teaching quality through group work activities at Hoa Lu University, Ninh Binh.

Keywords: Team working methods, effective team building skills, quality teaching activities, high quality human resource training

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I. POINTS ON TEAM WORKING SKILLS

Teamwork skills are the ability to establish and maintain a positive cooperative relationship with other members working together in a group, whether they are friends, colleagues to accomplish common goals with the best results. Specifically, teamwork skills will include members contributing ideas to help and support each other when performing work. Teamwork skills will help each person develop personal skills, acquire knowledge and experience of others for themselves, and bring material and spiritual values to the team and individuals.

A team is not simply a collection of multiple people working together or working under the direction of a manager or chairperson. A team is a collection of individuals with complementary skills who are committed to taking responsibility for a common and previously assigned goal. Therefore, team members need to interact with each other and with the team leader to achieve a common goal. Team members must also depend on each other for information to fulfill their role. In fact, there are tasks that an individual is not capable of solving effectively; therefore, choosing to work in groups is the most reasonable method. Accordingly, each member of the group after receiving his or her work will be required to interact with the work of other members of the group. The division of work does not create independent activities, but rather a coordinated assignment. An effective group will be the one that has close coordination, enhances the participation of group members, even the participation of people outside the group according to the consensus of exchange and learning of the whole group. A well-coordinated group is the one that maximizes the capabilities of its members for the common goal of the group, where all members adhere to the commitments that have been approved among the whole group, without personal views in the group's final decision.

On the basis of "collective intelligence is always wiser than the intelligence of each individual", the trend of teamwork is currently one of the most important soft skills being encouraged in most fields, especially in the field of education and training. The problem is how to have mature and effective teamwork skills in order to fully promote the ability of each individual with close coordination in exchange and in-depth research.

II. NECESSARY SKILLS FOR EFFICIENT TEAM WORK

For each individual when participating in group work, it is necessary to acquire a number of basic skills as follows:

Listening skill: This is one of the most important skills, requiring each member of the team to listen to the opinions of the members. This skill reflects respect (or contribution) of opinions among members. Practicing listening skills in a group is associated with an interest in the group problem to be solved. Listening is not only about receiving ideas but also filtering, analyzing and selecting opinions. It is necessary to show attitude when listening by gestures, eye contact and posture. When presenters sense that the audience is paying attention, they feel more confident and excited; It is essential to demonstrate an attitude of listening with genuine interest.

Interrogation skill: Considering the way each person asks questions, we can recognize the level of interaction, their ability to discuss, raise problems for other members. The principle of interrogating must be based on the spirit of respect for partners and goodwill; avoid long question and harsh attitude; the content of the interrogation should be clear, not ambiguous.

Persuading skill: The members must exchange and consider the proposed ideas. At the same time, they need to know how to defend themselves and convince others to agree with their opinions. Persuasion is very important when there are different opinions when solving a group problem. Persuasion is not only in language, gestures, behavior but also in sincerity and friendliness.

Assisting skill: Team members must know how to help each other and know how to receive help; Support enhances the abilities of individuals, creating bonds between group members.

Coordination skill: This is a very important skill in teamwork. Without the ability to coordinate the team will be fragmented, the goal of teamwork will not be attainable. Each member must contribute their mentality together to implement the set plan. Coordination requires being familiar with one's work and interactions with other team members. Coordination needs to be synchronized and consistent.

Critical thinking skill: In general meetings, you will find that the saying "So many men, so many minds" is absolutely correct. Everyone will have their own views, ideas or initiatives and want to be recognized. Therefore, you need to be able to think critically to defend your ideas if you feel it is necessary, or will bring benefits to the project.

Negotiating and persuading skill: With each idea you come up with, you will have to convince the rest of the team that it is a good, unique and flawless idea. If people are convinced, they will accept and continue to develop the idea. In addition, when dividing the work, if you feel it is not reasonable and fair, you need to negotiate with the leader to avoid disadvantages when working.

With regard to group organization, first of all, it is necessary to develop group working principles with the following specific general skills:

Working group design:

To ensure the success of a team, conducting work group design also means covering the entire activity with the core stages in the working process. First, it is necessary to determine the group's goals, powers, and duration. When the team is being formed, goals are needed to focus its efforts on. As mentioned above, the goals need to be specific, feasible, practical and consistent with the vision and values of the organization. There should be a clear time limit for the team to develop a reasonable plan to ensure the implementation of the set goals and results. Defining roles and responsibilities is the next step that needs to be taken to ensure that each member of the team properly performs their assigned duties and responsibilities, and effectively coordinates for the common goal of the group; The commitment of the members to perform the duties and to comply with the regulations in the working process is essential. Team members need to know and agree on job evaluation criteria in terms of capacity, quality and work efficiency. This is very important in ensuring fairness for each member. At the same time, it has the effect of encouraging, motivating and creating a healthy competitive environment for each member's dedication ability.

Conflict resolution skill: Conflict is a common problem in workgroups. The reason for the conflict stems from differences in qualifications, capabilities, experiences, cultural backgrounds, or disagreements about views, interests, and responsibilities. Conflict can be motivating, but it can also be a destructive factor in group performance. Therefore, to ensure that group activities take place in the right direction, it is necessary to quickly and actively resolve conflicts. Avoid turning trivial conflicts into big ones, or creating new ones. Conflict resolution is a rather complex issue. The first requirement is the group leader's ability to manage group activities. Next is the positive response of the group members themselves for a common goal. Find a way to resolve the conflict: Seek different ideas to resolve the conflict. Mobilizing everyone's participation for a common goal? Avoid mentioning personal views, avoid prejudice or impose on conflicting groups.

Group meeting organization skill: In order to conduct the meeting, it is necessary to determine the content and objectives to be achieved of the meeting, prepare the necessary conditions to organize the meeting such as:

location, time, necessary facilities and tools to facilitate the meeting (if necessary); prepare a meeting implementation plan (can inform the group members in advance of the meeting plan and content before the meeting so that they have time to think). Discussion and decision-making in groups: This is the most important step that determines the outcome of the meeting. The issues that need to be resolved will be presented for everyone to comment on. It is important to involve all members in a positive, cooperative spirit. Avoid the situation where the opinion is only focused on some members, and the other members are excluded. Debates, opposing views, and even conflicts may take place, requiring the meeting moderator to be very flexible. It is important to respect the questions and comments of members. Clarify and carefully interpret key ideas.

III. THE ROLE OF TEAMWORK METHOD IN PROFESSIONAL ACTIVITIES IN HOA LU UNIVERSITY, NINH BINH

Hoa Lu University is a multidisciplinary university with the mission of training high-quality human resources, conducting research and applying science and technology to meet local and national socio-economic development requirements. and country. With a vision to 2035, Hoa Lu University will become a prestigious university in the field of training, research and application of science and technology; competitive capacity and gradual integration with leading universities in the country. The university always puts the quality of training and scientific research on the top in all construction and development activities of the University, in order to provide quality human resources, serve the community, benefit society, meet the requirements of socio-economic development of the province and the country.

In the school planning and development project, the activities of self-assessment of educational institutions, self-assessment of training programs, management of testing activities and quality assurance of the teaching staff in the school to actively discuss and contribute ideas through educational activities, so the need for group activities is essential. However, although group activities are becoming more and more frequent, they lack a sense of in-depth. There are no group management skills, and group members have not actively promoted the spirit in group activities.

IV. STRENGTHS, LIMITATIONS, ADVANTAGES, DISADVANTAGES IN TEAMWORK IN HOA LU UNIVERSITY, NINH BINH

Strengths:

During my time working in the Department of Political Theory, I witness that the lecturers have the following strengths in teamwork:

Most of the school's lecturers are young with master's degrees, so they are quite dynamic and active in group activities.

For example: Discuss in groups to find out suitable methods in teaching and learning activities of the subject and individually or in training programs for teachers of Trang An pedagogical practice high school.

Lecturers always actively cooperate in the contribution of difficult lessons to find a teaching method suitable to the local and class setting conditions. Team members know how to listen to each other's ideas, support to complete innovative ideas in teaching and scientific research. Each member of the team respects each other's opinions to encourage and support each other and strive to turn the opinions into reality. In the group discussion, people with a lot of experience have the opportunity to share with new graduates or new lecturers. Giving individual ideas, the whole group agrees on good, creative and feasible ones. The whole group fulfill the idea.

For example: Group discussion in proposing ideas for developing course outlines and scientific research.

In the educational management innovation movement, the manager has constantly approached new management, including the management of lecturers in the process of group work. However, the reality shows that not all school hours are successful. In addition to the strengths, in the process of teamwork of professional groups, there are some intrinsic limitations.

Limitations:

Most of the lecturers are young or freshly graduated, with a lack of experience, so they are limited in giving contributing speech and contributing in the group. The issues of curriculum and textbook innovation still have many different points of view, so the consensus on how to build subject modules still faces many disagreements. The proportion of subject content also changes, so the groups of lecturers also encounter uncertainty.

The teaching materials and the problems of reforming the curricula, textbooks, and teaching methods are facing shortage, and the lecturers do not really have much experience in innovating teaching methods, especially the teaching method in the right sense

For example: Discuss the development of teaching periods, subject outlines for new courses or renovation of curricula and general textbooks.

Some members of the group are reluctant to give comments (fear of offending colleagues and other issues of opposing opinion). Hesitating to give opinions on methods learned at school that are not suitable or teaching

methods that may not be effective when applied to theory courses. Lecturers often have different views on teaching and scientific research in groups which leads to the hesitation to share despite having the ideas.

For example: Connect ideas and report results of group discussions in the design of lecture modules for faculties. Teams consist of many members from different faculties in the university, so the unification of working criteria should be based on respect for the individual specialties of each faculty and the actual teaching of the subjects. Some lecturers are still reserved to speak or propose their ideas in front of the whole group, or are afraid that their ideas are not reasonable or won't receive consensus from the group members, leading to the situation where group meetings become monotonous, lack of attraction.

When working in groups, there exists confusion between personal feelings or respect for the position of group members. Being over-respectful when being bound by different relationships to not give suggestions and questions or argue for the best results.

V. ACTION PLAN TO ENHANCE EDUCATIONAL QUALITY IN GROUP WORK UNIVERSITY OF HOA LU, NINH BINH

Teamwork skills are necessary for all lecturers and have a direct influence on the quality and effectiveness of the collective's activities, making an impact on the educational effectiveness of the whole school. Universities need to create more conditions for lecturers to have the opportunity to work in groups. Advise resources from the society to invest in facilities for the school to facilitate education and deploy group activities, especially interdisciplinary and multi-field activities.

University board of directors and units within the university need to regularly create conditions for lecturers to improve their teamwork skills and innovate the way they work in groups. Organize training for lecturers on expert-level teamwork skills to improve their capacity and perform the tasks assigned by the university. Create workgroups with specific tasks and products.

In the activities organized in the new school year, the lecturers need to continue to improve the productivity of the group activities of the lecturers in the units of the faculties and subjects. Teaching professional groups need further research into learning theories and more discussion of professional group work. Look up information on effective teamwork skills in the school library as well as the electronic library. Guide and direct the teams to work in the right process and perform in meetings.

The members of each professional group need to actively give their opinions on the strengths and weaknesses of the group members and measures to overcome the above limitations such as: Ethical education of students ; teaching methods; Lecture outlines, educational projects, even movement activities, mass organizations, etc...and offer effective and gentle meeting forms, but achieve high results. Each lecturer assigned to the professional groups of the university needs to be proactive in performing the assigned tasks and take responsibility in front of the collective when the task is not completed.

Products of groups working under the assignment of the university should be tested, supported and completed, and planned to be put into use. There are even plans to periodically edit, complete and upgrade.

Organize for university members to know how to coordinate between departments, faculties, subjects in the school and external forces to achieve good results in work in specific plans at each stage of university development.

VI. CONCLUSION:

It can be affirmed that effective teamwork skills are a combination of many important social skills such as communication skills, listening skills, planning skills, etc. Therefore, with the desire to work in group successfully and effectively groups in professional activities, improving the quality of education in schools, each individual in each professional group needs to focus on self-development and trust and support each other for the common goal towards implementing the educational philosophy of "Comprehensive, creative and humane" in the development of Hoa Lu University, Ninh Binh./.

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