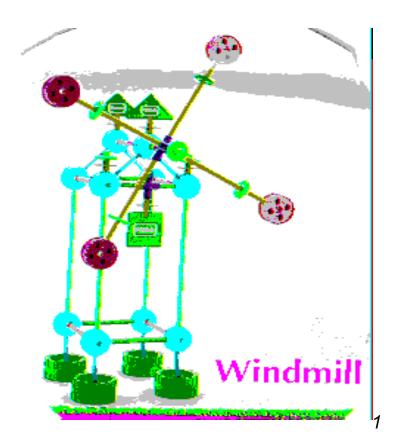
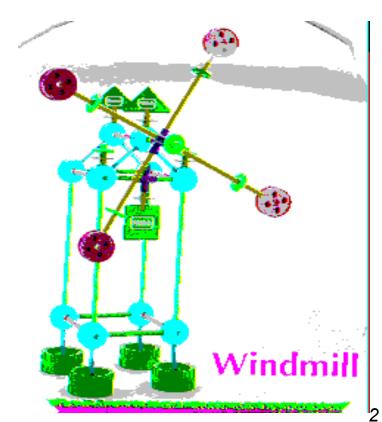
## this an "honor" to tinkering with Tinker Toys

New and Revised for Business
Communications Honor classes.

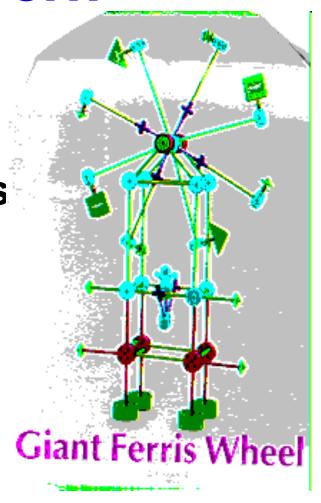






### Total Quality Management and Teamwork

- Collaborative Writing
- Cooperative Learning
- Small Group Processes
  - **★** Simulations
  - New Methods for Oral Presentations



#### Fortune 500 List -1970

- 1. Writing
- 2. Computation
  - 3. Reading
  - 4. Oral communication
- 5. Listening
  - 6. Personal/career development
  - 7. Creative thinking

- 8. Leadership
- 9. Goal setting/ motivation
- 10. Teamwork
- 11. Organizational effectiveness
- 12. Problem solving
- 13. Interpersonal skills

#### Fortune 500 List -20XX

- 1. Teamwork
- 2. Problem solving
  - 3. Interpersonal skills
  - 4. Oral communication
- 5. Listening
  - 6. Personal/career development
  - 7. Creative thinking

- 8. Leadership
- 9. Goal setting/ motivation
- 10. Writing
- 11. Organizational Effectiveness
- 12. Computation
- 13. Reading

"Eliminate <u>department</u> from your vocabulary and substitute the term work team:

It implies a task-focused unit of cooperative individuals rather than a fiefdom unto itself.

- Don Blohowiak

Another advantage to the work team is that individuals in them can change with the tasks.

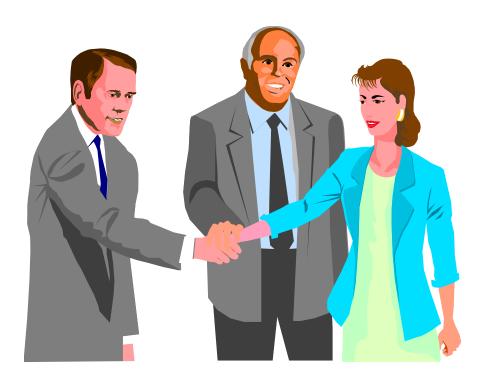
Departments are rigid, prescribed, and insular; work teams are flexible, adaptive, and open."

- Don Blohowiak

#### Insert current quote about work teams

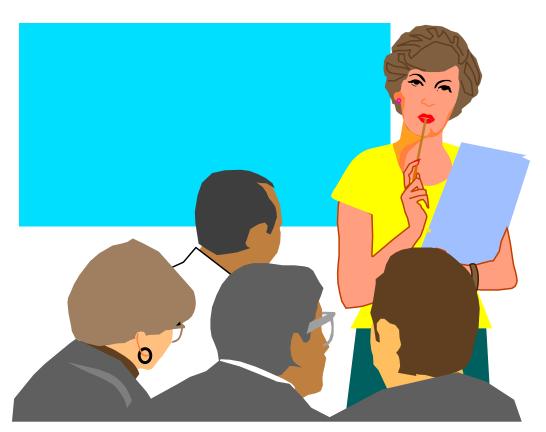


# Insert a quote about the emerging importance of teamwork in the workplace



#### Insert current quote on the positives of teamwork in the workplace

### Insert quote on the negatives of teamwork



If the US Is to Compete Effectively--we Must Bring Collective Entrepreneurship to the Forefront -- That Will Require Us to Change Our Attitudes, to Downplay the Myth of the Entrepreneurial Hero, and Celebrate Our Creative Teams (Reich, 1987).

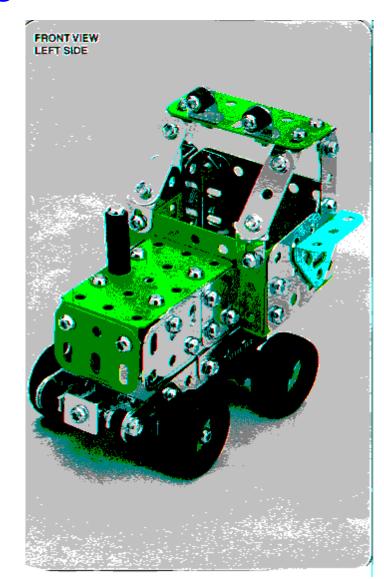
### Tinker Toys Project Description

- ⋆ Planning Stage
  - Simulating organizational TQM and collaborative practices
  - Developing checklist of criteria to be included in project

### Student Projects

#### Parameters for Student Projects

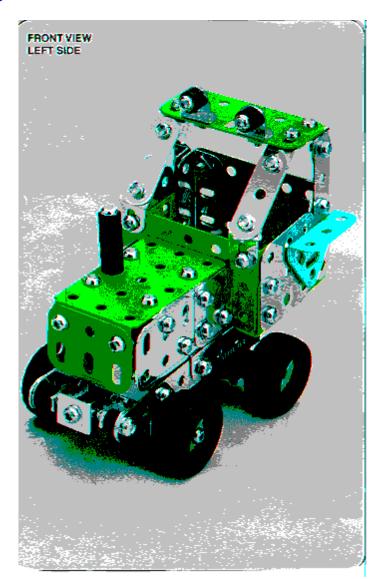
- XX the amount of time should be figured at roughly five minutes per student
- All teams may have different time limits base on the number of members.



### Student Projects

#### Parameters for Student Projects

- A team written report
- Participation of each group member in the traditional portion of the presentation.
- Pecha Kucha must be included within the oral presentation



### Written Reports

- ★ Title page, Table of Contents, & Introduction
- \* Organization Chart
- Description of Corporate Culture
  - Discussion of the Product, Audience,
    and Advertising Medium
    - \* Rationale
  - ★ Print Advertisement, SWOT analysis
  - ★ Press Release, Interoffice Memo &Co. Letterhead

Student Reactions
 What did you like best about this project?

Microscop

★ The next series of slides can be used as a summary.

### • What didn't you like best about this project?

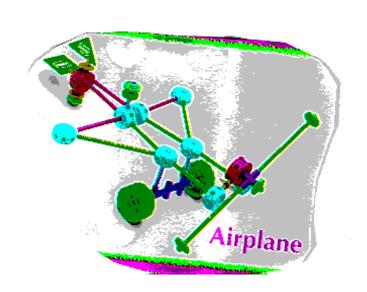
★ Ask team leaders to share separately with the instructor.



- ★ Need to know how to build and structure each section of the report
- ★ Needed more time (six weeks not enough)
- I think this project was a little too much to ask with other coursework as equally demanding
  - Need a model to work from

### Describe your experience with working in this group.

★ Collect information from the student reactions sheet and post.



- ★ I believe I learned how to compromise
- ★ Once we decided what part of the paper/project each person was to do, the project did not seem as enormous
- ★ It had its ups and downs. At times there seemed to be no hope of getting work done

### - How did this experience differ from working in other groups?

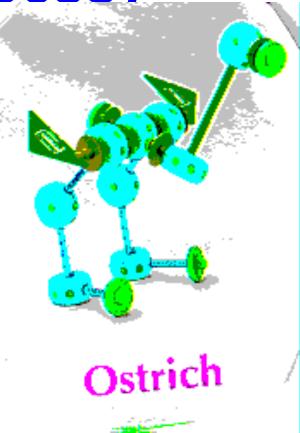
★ Collect responses from students and groups.



- My group was more organized than any other group I've been in! It helped that we were all business students
- ★ In other groups, we had set deadlines to turn in work
- ★ This experience was more fun and interesting

What did you observe about your group's process?

- My group worked at a good pace
- ★ We met 10 times but nothing really accomplished until about the 5th meeting



- ★ As the deadline got closer, we got more work done at group meetings
- ★ In the beginning we thought, "What? We have 3 months. We'll be fine. The semester seemed to fly and we were sort of rushed to get things done"
- ★ That we all procrastinated to the last minute