# Working in Virtual Groups/Teams:
Advice and Guidance for Students.

Working in a virtual group or team, for part, or all of a course, can help you to develop a range of skills including communication, collaboration, and critical thinking. All these skills are important for your learning and personal development and are increasingly significant in the workplace, with the growth of remote working and online/virtual internships.
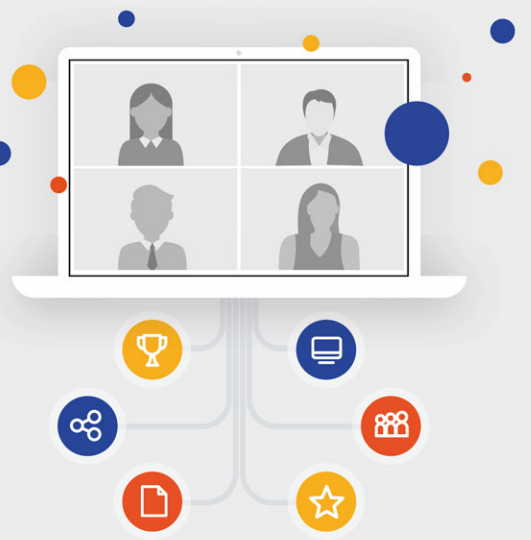
5 Key Benefits of Group/Team Work.

Working in a group or team offers learning and experience in:

- Managing your time.
- Enhancing your employability skills.
- Developing negotiating skills.
- Acquiring project perspectives.
- Applying group members' talents.

Align Group Roles/ Responsibilities with Individual Strengths and Interests.

Establish and assign responsibilities for group/team members to:

- Organise/coordinate project activities.
- Research the topic.
- Record findings.
- Analyse and interpret data.
- Prepare project submission.

Identify Project Activities to Be Accomplished:
What? How? When? Who?

Initial planning is important for a successful project. Identify and use tools to help plan tasks and activities, for example:

Trello   Workflowy   Padlet   MyAberdeen group tools

Remember to:

- Identify SMART* goals.
- Define tasks, activities and milestones.
- Schedule meetings and deadlines throughout the project.
- Identify group/ team members' responsibilities.

Communication is Key to a Successful Project Outcome.

Identify at an early stage how the group/team is going to communicate:

- Social media messaging/calls.
- Email.
- Microsoft Teams™.
- MyAberdeen Collaborate.
- Shared file drives.

Use MyAberdeen Tools to Help.

- Arrange meetings online.
- Meet online in Blackboard Collaborate.
- Practise presentations.
- Share documents.
- Send Emails.
- Record action points of meetings.

Overcoming Group/Team Work Issues.

Be proactive in addressing common pitfalls in group/team working, which may include:

- Poor communication.
- Unequal contributions.
- Missing deadlines.
- Lack of project focus.

*Specific, Measurable, Achievable, Relevant, Timebound

1495
UNIVERSITY OF ABERDEEN
DEVELOPMENT TRUST