

Certificate-Programme „Building International Careers“

Success Teams

1. Getting to know each other

As a first step, please take a calm moment to answer the questions below for yourself. Share your thoughts with the group afterwards:

- a) *What is the individual goal you want to achieve with the common support of the success team?*
- b) *What are you offering to the group (skills, resources)?*
- c) *What do you expect from your group members?*
- d) *What kind of working culture do you wish for?*
- e) *Which “product” do you want to hold in your hands after the programme (application papers, digital career network profile etc?)*

2. Defining the teamwork

Please fill in the next page together as a group and send a copy of it to henrike.haase@zvw.uni-goettingen.de before November 17th.

3. Worst Case Scenarios

Please discuss about the two fictive worst-case-scenarios that could happen in a success-team. Talk about solutions and strategies on how to handle these situations. It might be that something similar could happen to your group and we want you to prepare for this.

- a) *One person is not engaged in the teamwork as all the others. He or she does appear only sometimes to the meetings, comes always late or seems to be far away from the communication in the team. What can you do to reach a common base of reliability and engagement?*
- b) *One person of the team does not feel understood or has the impression as if there is no adequate support for his or her needs. In consequence, the person avoids the group contact. How can you prevent a situation where someone feels “outside” the group?*

Success Team-Summary

Group members	1. 2. 3. 4. 5.
Way of communication (e.g. email, group on Xing/LinkedIn, Slack, phone):	
Three core values of your team	1. 2. 3.
Application related “products”, that you like to work on	
Dates of the next three meetings:	1. 2. 3.
Proposed dates for the final presentation:	1. 2.
Responsible person for the next meeting (in terms of communication):	

Important instructions

1. Please fill in a quick evaluation (“retrospective”) after every meeting and send it to henrike.haase@zvw.uni-goettingen.de. You will find a template attached, as well as possible topics and materials for your method.
2. For the final presentation, it is important to fix a date as soon as possible. Please note that the meeting can be in February or March.
3. If there might be any questions, problems or ideas please do not hesitate to contact me. In case of need, it is possible to coach one of your sessions.

Retrospective

positive

negative

Learnings

Questions