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# **Team Work Makes the Dream Work!**

## **Practical Strategies for Working as a Team**

**Kathryn Holley, M.Ed., BCBA**

**Ashley Penney, PhD, BCBA-D**

**July 15th, 2020**



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# Workshop Objectives

- Fundamentals of effective team dynamics
- Increase understanding of team member roles and responsibilities
- Practical strategies to improve team performance



# ROLES AND COMMUNICATION







# The FOUR COMMUNICATION Styles

Problem Solver

- Likes facts and logic
- Prefers policies and planning
- Organized
- Prefers control over the chaos
- Likes instructions

Go Getter

- Objectives and results oriented
- Wants to see productivity
- Competitive
- Takes charge
- Makes firm decisions

**Analyzer**

**Director**

**Socializer**

**Relator**

- Motivation
- Prefers teamwork
- Builds relationships
- Nurturing and sensitive
- Can be a good listener

- Enjoys change and creativity
- Friendly and optimistic
- Likes big ideas and conceptualization
- Adaptable

Life of the Party

People Person



# SUPPORTING TEAM DYNAMICS





# Weekly Staff Meetings

- If you do not already have these – advocate for this time with your team
  - Other alternatives - get creative about how and when
    - Coffee Thursdays
    - Donut Fridays
- Establish a predictable routine for staff meetings that includes time for:
  - Collaboration
  - Celebration
  - Problem solving
  - Training

# Parking Lot

- Location in the classroom where staff can add topics for follow-up
  - Section of whiteboard
  - Laminated paper with sticky notes
- Classroom teacher may choose to address some topics before team meeting
- All other topics should be addressed during next team meeting

# Staff Shout Outs

- Team members share praise for other team members
  - Start staff meetings with each person complimenting something they have seen another staff member do recently that worked well with a student
  - This will be a discussion starter for what works and doesn't work for your students and can help everyone feel as though they do something well
  - Everyone gets a shout-out and everyone receives a shout-out
- Possible outcomes:
  - Cultivates atmosphere of celebration
  - Leads to meaningful discussion about students
  - Boosts staff confidence
  - Strengthens team dynamic

# Meeting Rotation

- Weeks 1 and 3:
  - Ten minutes parking lot topics
  - Two twenty-minute case reviews
    - ID Student
    - Strengths/likes
    - Challenges/needs
    - Review data
    - Action items and set plan
- Weeks 2 and 4:
  - Ten minutes of parking lot or shout outs
  - One twenty-minute case review
    - ID Student
    - Strengths/likes
    - Challenges/needs
    - Review data
    - Action items and set plan
  - 30 minutes of training

# CONFLICT RESOLUTION

# What Causes Conflict?

- Communication
  - Lack of communication
  - Poor communication
  - No communication
  - Misinformation
- Emotions
  - Strong emotions
  - Making it “personal”

# Learning From Conflict

- Opportunity to teaching/learning
- Learn what is important to your team
- Learn how to prevent conflict in future
- Identify areas for growth
  - Individually
  - As a team

# 6 Steps to Conflict Resolution

1. Define the conflict
2. Look beyond the incident
3. Brainstorm solutions
4. Compromise/bottom line
5. Make an agreement
6. How will it be different next time?



# Contact Information

## **Your Instructors:**

Kathryn Holley [kholley@uw.edu](mailto:kholley@uw.edu)

Ashley Penney [abberger2@uw.edu](mailto:abberger2@uw.edu)

## **Director of Training and Consultation Services:**

Robin Talley [rtalley@uw.edu](mailto:rtalley@uw.edu)

## **Training and Consultation Services Coordinator:**

Lena Tsui [lttsui@uw.edu](mailto:lttsui@uw.edu)

## **UW Autism Center:**

Phone 206-221-6806

Email [uwactrain@uw.edu](mailto:uwactrain@uw.edu)

Website <http://uwautism.com/>

