



**NEW HORIZON
COLLEGE OF ENGINEERING**

New Horizon Knowledge Park, Ring Road, Marathalli
Autonomous College Permanently Affiliated to VTU, Approved by AICTE & UGC
Accredited by NAAC with 'A' Grade, Accredited by NBA

Quality Assurance and Skill Development Center

Training Report for Library Staff

on

Team Work



**NEW HORIZON
COLLEGE OF ENGINEERING**

QUALITY ASSURANCE AND SKILL DEVELOPMENT CENTER

SOFT SKILLS TRAINING

ON

TEAM WORK

PRESENTED BY

GLORY MERCY C

HR TRAINER (QASDC)



Executive Summary

This report was created to present management with the findings from the just finished two-hour team work training program that HR Trainer Dr. Glory Mercy C conducted for the Library Staff on July 28th -2023.

All of the members of the Library Staff department provided favourable feedback on the training program that was put into action.

The Library staff gained teamwork skills that boost confidence, which led to good day-to-day management.

Objectives

At the end of the session, the participants would be able to:

Teamwork is a part of everyday life. Whether it's at home, in the community, or at work, we are often expected to be a functional part of a performing team.

A self-directed team is a team that is responsible for a whole product or process. The team plans the work and performs it, managing many of the day to day tasks.

- ❖ Every team member that believes and works for the team the chances of success go up exponentially.
- ❖ When people share responsibility, the group as a whole can benefit from the ability, expertise, and experience of every team member.
- ❖ Teams require mutually agreed-upon operating principles such as agendas, procedures, and decision-making processes.
- ❖ A team is interdependent; everyone works for the good of the team, not for oneself.



Methodology

The Training was conducted in purely based on Activity trainings.

At the end of the session, the participants would better equipped to:-

- ❖ To Work collaboratively with others enhances motivation and productivity.
- ❖ Teambuilding fosters rapport-building and aids in the removal of social and political barriers.
- ❖ The Training may help level the playing field for extroverted and reserved team members.
- ❖ Teambuilding exercises can assist groups in resolving performance issues.
- ❖ Be more aware of their own level of skills, motives, and new learning methodology and techniques which leads a group becomes a team when each member is sure enough of himself and his contribution to praise the skill of the others.
- ❖ Teambuilding implies hard work that continues on after the initial training session.

The purpose of team building activities is **to motivate the people to work together, to develop their strengths, and to address any weaknesses**. So, the team building exercise should encourage collaboration rather than competition. Be sure to incorporate team building into your workplace routines and practices.



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Glimpses of the Training





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Icebreaker One:

Blindfold Challenge

OBJECTIVE: To build trust, active communication, and collaboration among team members.

TIME: 10-15 minutes

TOOLS: Stop watch, chairs, blindfolds, and blunt objects like paper cups, water bottles, index cards, shoes, etc.

HOW TO PLAY: In an outdoor or medium-sized indoor space, place the objects. Outline the space inside which the objects have been placed. Put a chair in the center and four corners of the space and spread out the objects around it.

Divide participants into two groups of equal members. Take note that the number of objects is always twice the number of members in a team.

Make both teams stand on opposite sides of the area. Ask them to choose one volunteer from each team to be blindfolded for the game. Put the blindfolds on both the volunteers.

After the blindfolds have been put, teams need to call out the person and give instructions for the person to move about to get to the destination clearing objects for their teams. Then the game begins.

The volunteer for each team has to pass by the objects called out by their team member. Fix a time limit for this challenge (2-3 minutes). However, team members cannot call out objects by its name. They have to describe the object to their volunteer.

For example- a water bottle can't be called by its name but described as a container, must-have drink in summer and so on.

The least time taken team are considered as winners.

RESULT: It paves the way for employees to be more creative, think on their feet, and force them to work together. It focuses on building clear and precise communication among teams.



Icebreaker Two:

How to Pass Your Body Through a Sheet of Paper (3 ways)

A sheet of paper is a lot like gold or your large intestines; it can appear larger than it seems. Trick your friends and learn a new party trick by betting them that you can fit your body through an average piece of paper. Even the aspiring magician could find this to be a good puzzle. Using a Standard A4 Piece of Paper

Fold the piece of paper in half. Make sure you're folding so the page is wider rather than longer (hamburger fold).

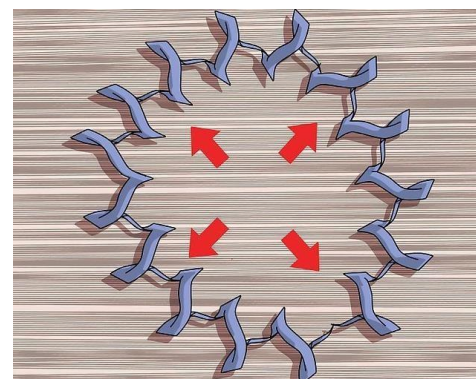
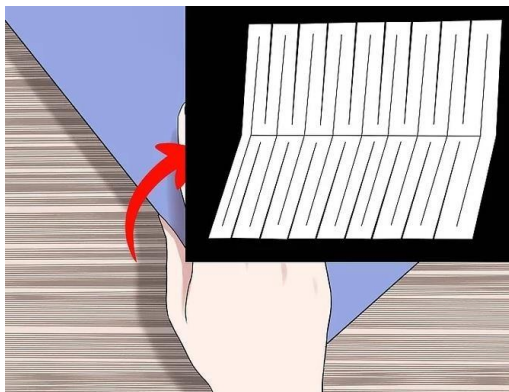
Make the initial cut. Start on the inch stub from the previous cutout on the left side. Cut upwards towards the edge that hasn't been cut. Stop once you're about an inch away from the edge.

Flip the paper. Now flip the paper over and start your incision from the edge that is loose. Repeat whatever the width of the initial strip was for this strip. Do the same method as before. Stop about an inch from the edge of the page.

Alternate cuts till the end. Continue flipping the page after each cut until you've reached the other side of the paper.

Unfold the paper. Carefully unfold your paper and you should have a flimsy ring that you can fit your body through. If you had any strips that were too thin, it could

turn out extra flimsy. Practice a few times before trying to impress anyone.





Icebreaker Three:

TOWER OF TERROR

This is a very easy and interesting game for childhood theme party game. In this game players have to make a tower of paper cups and index cards.

Steps:

1. First of all, host have to arrange paper cups/ Styrofoam cups and index cards or card stock paper cut in half.
2. Now call the players around the table to stand and give them cups and index cards 20-25 per player. You can play this game by calling one member at a time.
3. The challenge is they have to place one cup then one card over it and then one card and so on....
4. Time limit is one minute.
5. The one who is able to make a biggest tower wins the game.

Rules:

Time limit is one minute.

Requirement:

1. Host have to arrange paper cups/ Styrofoam cups and index cards or card stock paper cut in half.
2. Host have to arrange gift for the winner.

Winner:

The one who is able to make a biggest tower wins the game.





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Attendance:

NEW HORIZON COLLEGE OF ENGINEERING
Quality Assurance and Skill Development Center
Attendance Sheet
Team Work

Date: 2

Time:

Sl.No	Department	Name of the Staff	Mobile Number	Mail id	Signature
1.	Library	Yogalakshmi B.H	7760936615	YogalakshmiBh.nhce@newhorizon	YogalakshmiB.H
2.				India.edu	
3.	Library	Mounika M N	9611933586	mounikamn1995@gmail.com	M N
4.					
5.	Library	Swarnika Nuy	6000183044	swarnikad.nhce@newhorizon	SN
6.				India.edu	
7.	Library	Ramanjineya R	7829229221	ramanjineyar@newhorizonindia.edu	Ramanjineya R
8.					
9.					
10.					

Dean - QASDC



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Feedback:

NEW HORIZON COLLEGE OF ENGINEERING Quality Assurance and Skill Development Center

TEAM WORK

Feedback Form

Date: 98/7/23

Time: 2 to 4 PM

1. Coverage of Concepts

1

2

3

4

5

2. Examples and Explanations

1

2

3

4

5

3. Pace of Training

1

2

3

4

5

4. Trainer's Preparation for the session

1

2

3

4

5

5. Interaction & Doubts Clarification

1

2

3

4

5

Comments/Suggestions

It was very good session. Good activities regarding Team work. Thank you.

1-Below Average, 2-Average, 3-Good, 4-Best, 5-Excellent



Feedback:

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Quality Assurance and Skill Development Center

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Comments/Suggestions

Informative Sessions.

1-Below Average, 2-Average, 3-Good, 4-Best, 5-Excellent



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Comments/Suggestions

Very Fruitful Session.

1-Below Average, 2-Average, 3-Good, 4-Best, 5-Excellent



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Conclusion

The two-hour training session gave the NHCE Library Staff more confidence to apply new learning on Team Work. Additionally, it enables them to conduct themselves working together as a Team.

Recommendations

The management has to plan more training for all of the Library Staff in order to improve their performance and get greater recognition and awards.