

FURTHER READING ABOUT WORKING WITH OTHERS

Cottrell, Stella, (2008), 3rd edn, *The Study Skills Handbook*, Basingstoke, Palgrave Macmillan.

Chapter 5 – Working with others

Drew, Sue and Bingham, Rosie, (2001), 2nd edn, *The Student Skills Guide*, Aldershot, Gower.

Chapter 11 – Group work starter level

Chapter 27 – Group work development level

Fisher, Kimball, Rayner, Steven and Belgard, William, (1995), *Tips for Teams: a Ready Reference for Solving Common Team Problems*, New York, McGraw Hill. Easy to read text with tips on cultural, team member and team problems at work. Includes a lengthy section of tools and procedures to help solve these problems.

Gibbs, Graham, (1994), *Learning in Teams: a Student Manual*, Oxford, Oxford Centre for Staff Development.

Manual for students who are working in teams on a task or project. Has 27 exercises for the team to work through, in areas such as setting ground rules, sharing and organising the work, meetings, dealing with problems and reporting.

Stewart, Greg L., Manz, Charles C. and Sims, Henry P. Jnr, (1999), *Team Work and Group Dynamics*, New York, Wiley.

Combines research and case studies to help students understand how teams function effectively and non-effectively, and to improve their effectiveness.