

# A!

Aalto-yliopisto

# Study- and Teamwork Skills



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*Materials by Aalto Psychologists Team*

# Beginners' guide to stressing yourself out...

You got a few minutes; discuss in pairs/ groups of three:

How to cause as much stress as possible for

- yourself
- your study group/ peers in upcoming months?

List your own and other's influence (actions) but also situational and other factors you can/ can't modify.

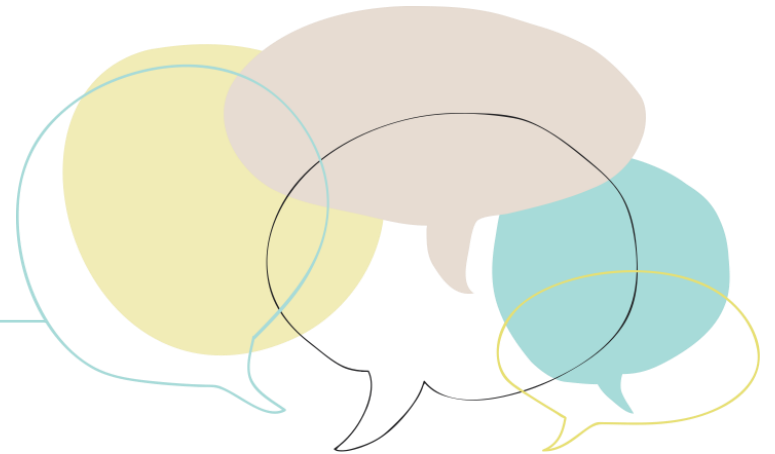


# Which factors are most important?

1. **Students prior / grounding knowledge and self-efficacy**
2. **Motivation to be or become successful**
3. **Emotion regulation skills**
4. **Skills to regulate/modify learning technique**
5. **Time management and skills being productive (not to procrastinate)**

# What kind of change would you like to make

- in the world?
- in yourself?



# Curiosity

Deep approach to learning:  
understanding the  
meaning of the knowledge



# What is your approach to learning?

## Deep approach

- Looking for deeper understanding
- Relating new ideas to previous knowledge

## Surface approach

- Memorizing and repeating information
- Often motivated by fear of failure

## Systematic approach

- Awareness of criteria
- Planning, time management



# Deep Approach to Learning

- Really **understanding** instead of memorizing
- Ask questions: How do we know it? Why is it that way? What does the knowledge mean? How can I use this knowledge?
- **Combine the new knowledge to your prior knowledge**, look for deeper understanding

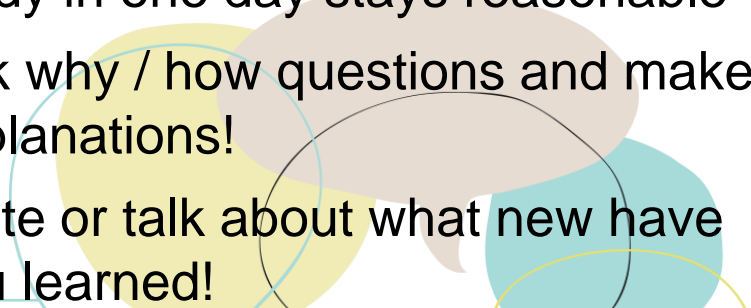
+ Systematic approach: awareness of criteria, planning, time management



# The most effective study techniques

1. Practice testing
2. Distributed practice
3. Elaborative interrogation
4. Self-explanation

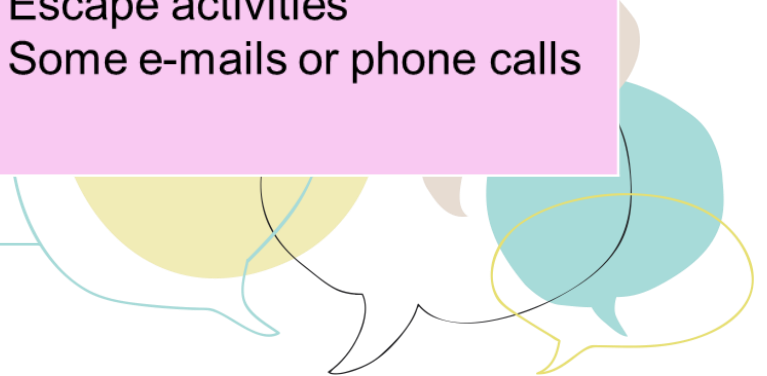
## How to use it?

1. Make short exams for yourself and answer them!
  2. Don't study a long period at once, distribute it between several days/weeks so that the amount you study in one day stays reasonable
  3. Ask why / how questions and make explanations!
  4. Write or talk about what new have you learned!
- 



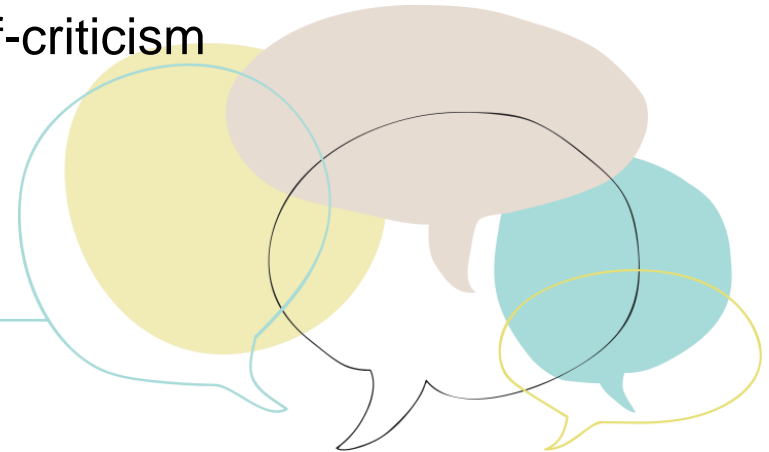
# Time Management

	Urgent	Not urgent
Important	<ul style="list-style-type: none"><li>• Crisis</li><li>• Fire fighting</li><li>• Pressing problems</li><li>• Deadline-driven projects</li></ul>	<ul style="list-style-type: none"><li>• Planning</li><li>• Preparation</li><li>• Relationship building</li><li>• Personal development</li><li>• True recreation</li></ul>
Not important	<ul style="list-style-type: none"><li>• Interruptions</li><li>• Some e-mails or phone calls</li></ul>	<ul style="list-style-type: none"><li>• Time wasters</li><li>• Escape activities</li><li>• Some e-mails or phone calls</li></ul>



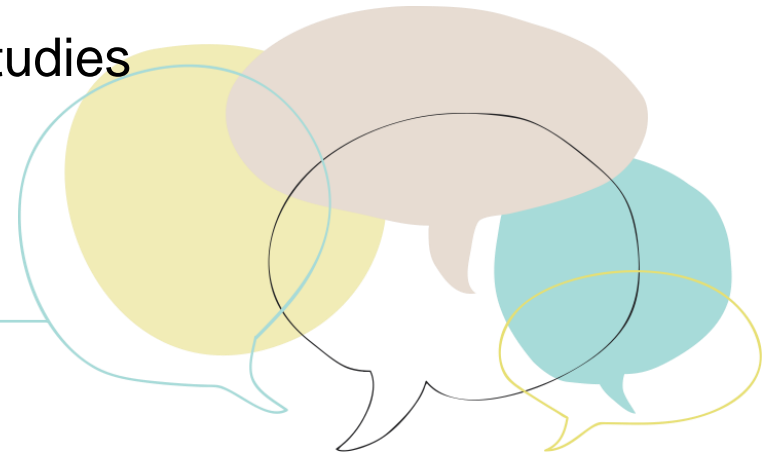
# Emotions in Learning

- **Curiosity, interest, proud, joy** -> resources for learning
- **Fear of failure, shame, embarrassment** -> can prevent/hinder learning
  
- **Understanding that failures are part of learning**
  - Kindness to yourself instead of hard self-criticism
    - Learn more: <http://self-compassion.org/>
  - Share your feelings



# Learning Together

- Building knowledge is a shared process
  - Being part of the academic community
  - Group-work skills
- Teaching others is an effective way to learn
- Social support is related to success in studies



# A!

## 1. Personal resources: *How to foster joy and wellbeing?*

- Focus on things that are **meaningful** to you and bring you joy
- Take the time to **exercise and rest** the way that suits you best – remember both, your body and mind
- Try to get **enough sleep and nutrition**
- Most of all, try to be **kind to yourself**

## 3. Teaching

- **Attend study groups and tutoring** and when possible, come to campus!
- Remember that you can always **reach out, ask for advice, feedback and guidance** from your teacher, academic advisor and Learning services

## 2. Study skills: *How to maintain study habits and daily rhythm?*

- Create a **daily study schedule** with enough **breaks**
- **Sometimes plans fail** -try to accept it and try again
- Set **small and clear goals** that keep you motivated
- Focus on **one thing at a time** – be mindful and avoid interruptions. For example, try putting your phone in an airplane mode when you study
- Make your study-space **as cozy** as possible

## 4. Study environment: *How to maintain contact with peers?*

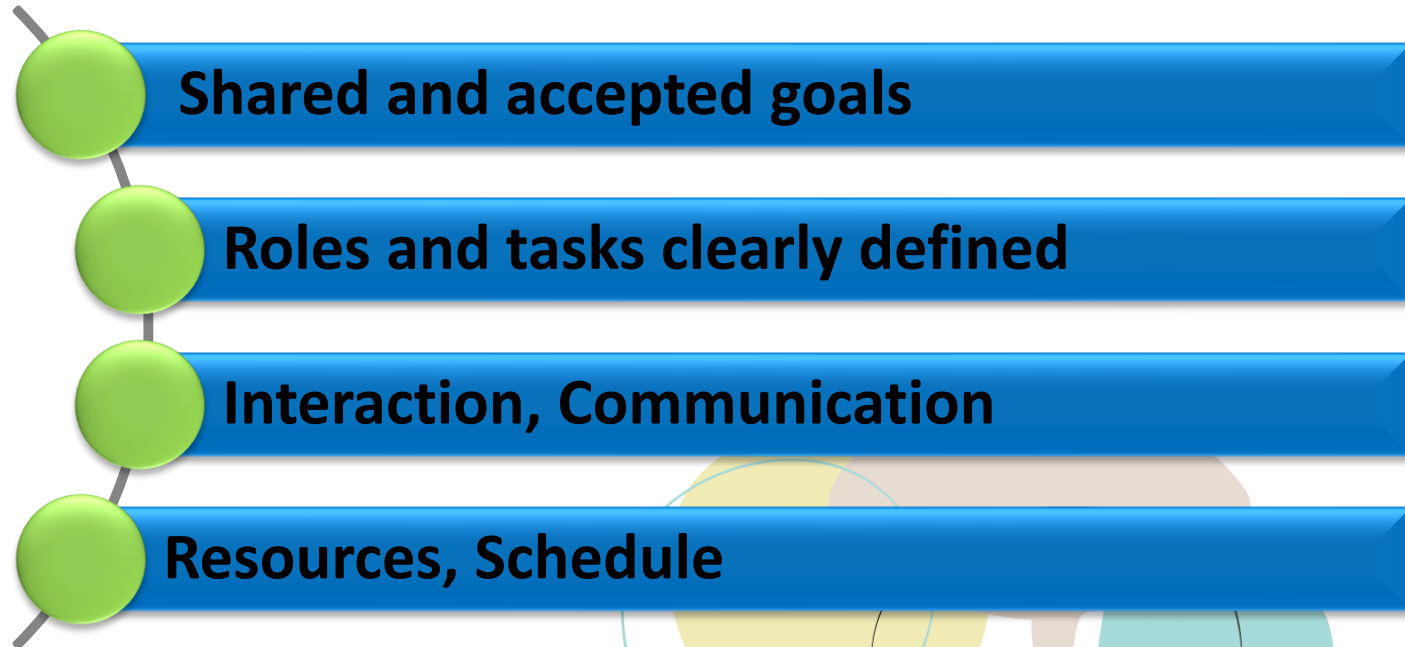
- Schedule (face to face or video) **study groups with your peers**
- **Set shared goals** with your peers and set rewards for work completed
- Remember also social time with your peers, **not just studying**
- In addition to being kind towards yourself, **be kind and non-judgmental towards others**

# Memorize the best team/ group work experience you have ever had

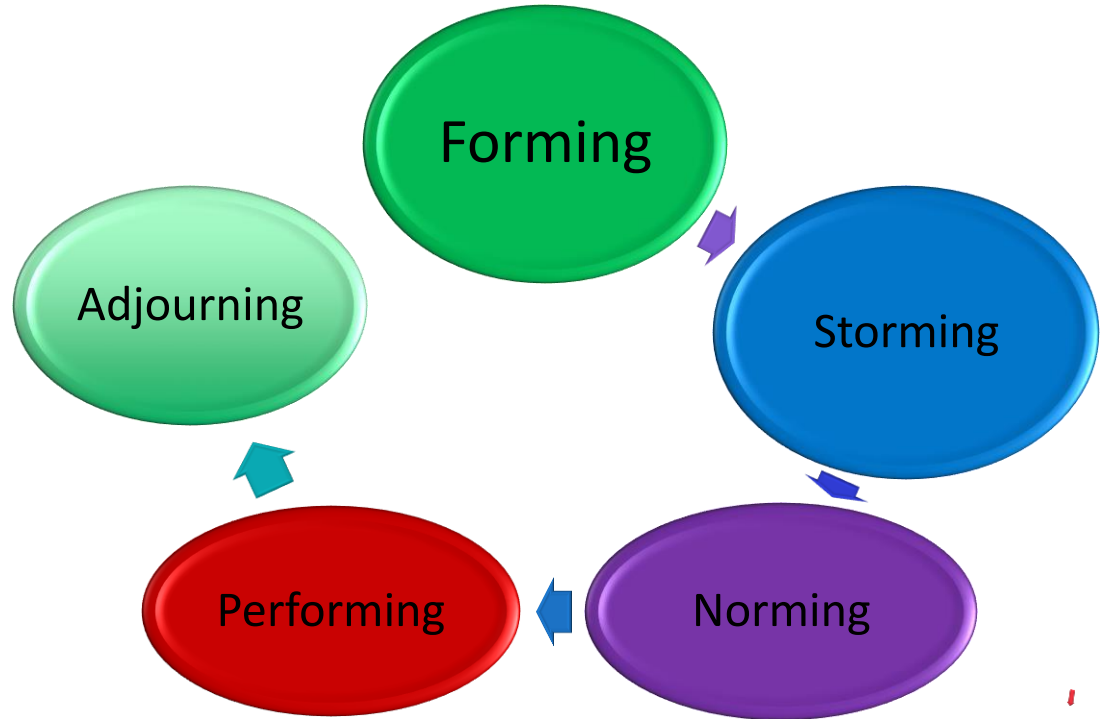
- What made it so good/ successful?
- What kind of stages were there? How did that group/team evolve during the process?



# An Effective Team



# Stages of a Group



# Forming

- Finding the roles
- Unsecurity: Do I belong to the group?
- Finding the goals and tasks of the group
- Often positive, enthusiastic feelings
- In unclear or undefined situations we try to find familiar roles
- When we feel more secure in the group we can take more flexible roles





# Storming

- Individuals try to stand out, different opinions
- There might be resistance to the tasks or goals
- Dissatisfaction with the group is possible
- People form pairs or sub-groups



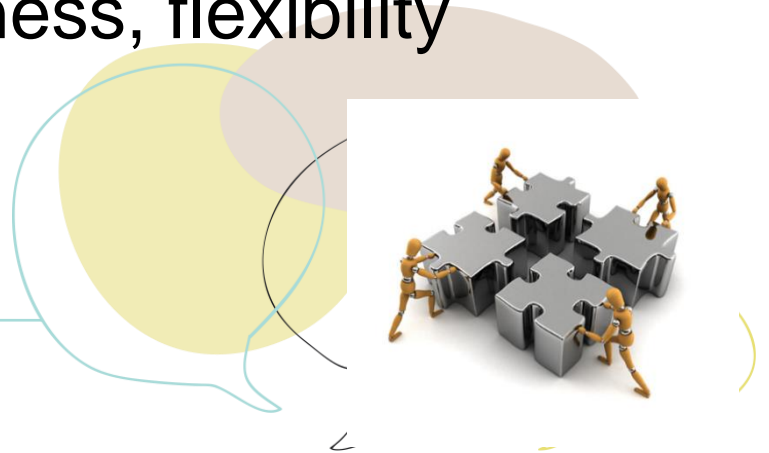
# Norming

- Team spirit, sense of being part of the group
- Clear rules and norms
- Avoiding conflicts -> the group might be less creative or effective
- Group thinking: people might change their opinions towards the "average opinion"



# Performing

- Everybody is working towards the goals
- Roles are flexible, people can make most of their strenghts
- Everybody takes responsibility for the work
- Good spirit in the team, openness, flexibility



# Communication in a Group

## Task-oriented Skills:

- Communicating thoughts clearly
- Defining and analyzing problems
- Asking for specifications and reasons
- Finding and evaluating options

## People-oriented Skills:

- **Listening**
- Showing empathy and support
- Creating good team spirit
- Encouraging others
- Solving conflicts

# Some Guidelines for Good Interaction

## Respectful Engagement – ALSO ONLINE!

- Conveying presence
- Being genuine
- Communicating affirmation, expressing recognition
- Effective listening
- Supportive communication: specific and descriptive communication, requests rather than demands

## Task Enabling

- Teaching & helping others
- ~~Altering the process, timing or substance~~



# Some Guidelines for Good Interaction

## Trusting

- Sharing information
- Giving away control
- Inclusive language

## Solving conflicts

- Looking at the problem from different angles may be useful
- Talk about facts, avoid blaming anyone
- Figure out everyone's needs and goals
- Look for a win-win situation



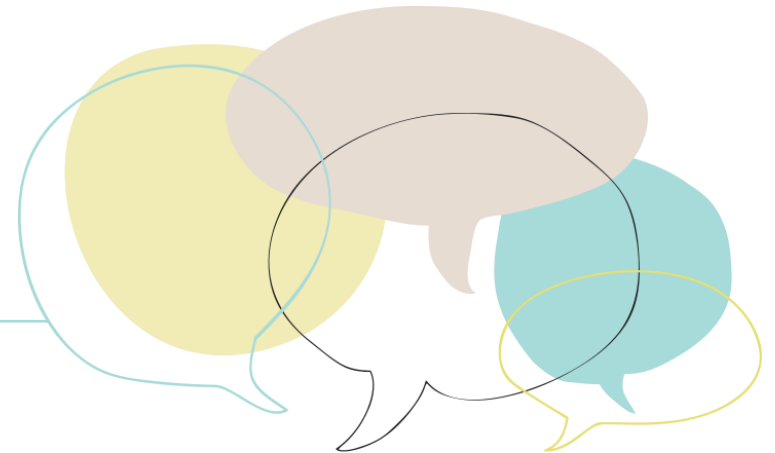
# References

Dutton Jane (2003): Energize Your Workplace – How to Create and Sustain High-Quality Connections at Work. Jossey-Bass, San Francisco.

Kopakkala Aku (2005): Porukka, jengi, tiimi – Ryhmädynamiikka ja siihen vaikuttaminen. Edita, Helsinki.

Kielijelppi: [www.kielijelppi.fi](http://www.kielijelppi.fi)

Belbin website [www.belbin.com](http://www.belbin.com)



# Starting Point of Wellbeing

Counselling on **wellbeing, studying** and life for all Aalto students. Free of charge.

- Drop-in counselling: 20-30 min without appointment
- Facilitated peer groups (e.g. Beat the Blues, Pomodoro)
- Online materials (podcasts, Concentration Training, Career Planning)
- Courses (e.g. Mind and Study, Back to studies - Tauolta tutkintoon)
- Individual counselling with time reservation





# Who are we?

- Study and career counselling psychologists (opinto- ja uraohjauspsykologit)
- Guidance counsellors (opinto-ohjaajat)
- Career counsellors - Career Design Lab (uraohjaajat)
- Aalto chaplains (Aalto-papit)
- Special education teacher (erityisopettaja)
- Our network: FSHS (YTHS), Unisport, AYY, Vamos, Helsinki Missio

Website: [Starting Point of Wellbeing | Aalto University](#)



# Support for learning, wellbeing and study-skills

[Where to get guidance and support? | Aalto University](#)

[Starting Point of Wellbeing | Aalto University](#)

[Individual study arrangements | Aalto University](#)

