



Working with others

What you'll find out:

- All about the different roles in a unit leadership team.
- How you can work together with your unit team.
- How to share out tasks with others.
- About different leadership styles.

As a young leader, you work with lots of different people who help you make a real difference to people's lives and the world we live in. You're part of a team, and when you work together, you can achieve any goals you set your sights on.

Your unit's dream team

You'll come across teams of volunteers throughout Girlguiding – at units, district or division level, or even when organising events. But the ones you spend the most time with, will be your unit leadership team.

Teamwork forever

Being part of a team has tons of benefits – things are usually more fun when we do them together and it makes things easier by sharing the load.



All great teams need some tools to be their best though. Here are some things to remember when you're working in a team:

- **Communication** – keep everyone in the loop about plans, ideas, and what support you may need. And listen to others – check out our finding solutions module for more advice.
- **Doing the task** – if you do what you say you will, it builds trust and lets your teammates know they can rely on you. Similarly, if you realise the task isn't going to work or be possible, let the person who asked you to do it know as soon as possible.
- **Honesty** – it's always best to be clear and honest when you share your thoughts and ideas. This is even more important when you feel something is too much for you and you might need more help.
- **Discretion** – this means keeping things confidential when you need to. You might hear that a Guide's family member is unwell, but not every other Guide needs to know. Remember to follow our a safe space guidance.
- **Differences of opinions** – people have different ideas and experiences, and this is a good thing! Bring your own ideas and be open to other people's! For more information on how to make sure everyone is included in your unit, check out our supporting inclusive spaces module.



Roles in the units

Here are some roles that you might see in your unit leadership team.

Match up the role with the description of what they do:

1 Unit leader



5 Leader in training



2 Young volunteer



6 Unit helper



3 Unit administrator



7 Individual support unit helper



4 Rainbow or Brownie helper



- a** This role is responsible for running the unit, leading the unit leadership team, and planning and delivering a programme of activities and events.

- b** This role is for someone completing the leader development programme. They share responsibility for planning and delivering events and activities.

- c** This role supports the unit leadership team. They could take on a specific task or provide general support to the unit as needed.

- d** This role supports a girl with additional needs to take part in Girlguiding safely and enjoyably.

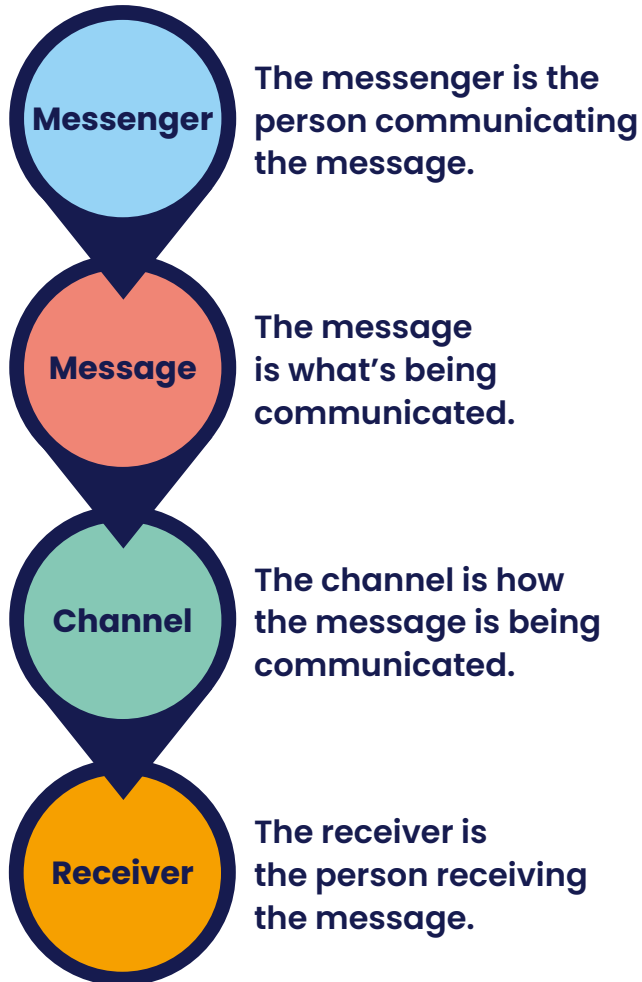
- e** This role helps a unit run from behind the scenes. They can get involved in lots of different ways – looking after a unit's finances, helping record girls' progress towards badges, or communicating with girls who are interested in joining and their parents or carers.

- f** This role goes to unit meetings, works with the unit leadership team, and plans and runs activities. All while working on their own volunteering programme or award.

- g** This role is a way Guides can support Rainbows or Brownies by sharing their experiences and having fun together at weekly meetings.

Communication – a deep dive

Communication is a vital skill when working with others. There are 4 key elements of positive communication.



4 elements mean there are 4 opportunities for something to go wrong. Here are some simple steps to keep your communication on track:

- Keep your message simple, clear and avoid jargon or language that someone you're talking to might not understand.
- Find the right time to communicate, away from distractions and with enough time to talk it through.
- Pick the right communication channel for your message. This means thinking about whether text, email, talking face to face or having a phone call is best.



Our leaders love teamwork

[Watch this interview](#) with a leader chatting about their experiences of volunteering as part of a team. Our young leaders love teamwork too! Here is Frankie's experience:

'As a young leader I make sure to always have a positive relationship with the other members of my Brownies team. It's important to be open and communicate when you need help, for example when I had exams, I didn't plan the activities, only supported, so that I could still concentrate on my schoolwork. Communication is key for teamwork!'

Think about what makes a good team, and how it feels to be part of a good team. Does your unit have a recipe for success when it comes to teamwork? How does your unit team work together? How could you work better together?



Top tip: confused about what you can do to be a team player and show leadership? Just ask 'how can I be helpful'? It makes a huge difference.



The art of delegation

Girlguiding units usually have a leader in charge, but that doesn't mean that they take on all the responsibilities for running the unit. Where possible, your leader will share out tasks to others in the unit leadership team. This is called delegating. It means everyone does their fair share, and nobody feels pressured to do too much.

If you're given something to do or lead on – like running a unit meeting activity – you can also delegate parts of the task. For example, asking girls to help set up the activity.

When deciding what to delegate, think about:

- Everyone's skills, knowledge and experience.
- The things people like to do. For example, if one team member really likes science and you run an experiment activity, they would be a great person to help set it up and run it.

Our delivering activities module has a ton of top tips on giving instructions. The main thing is to make sure you're clear, and that everyone is happy and understands what they're expected to do. That way, your activity is much more likely to run smoothly.



Delegation situations

Look at this example of how Tessa, a young leader with Guides, delegated tasks when leading an activity.

'I was about to run an activity and I needed to delegate tasks as there were too many to do on my own. I gave each leader and young leader a part of the activity to lead. The activity had a set list of instructions and equipment needed to complete it, and that meant I could easily share the task out between us.'

Time to have a go yourself. Imagine that your unit leader has asked you to plan and run a unit meeting. They've given you the unit meeting activities to run, and the girls have chosen their favourite game to play. Think about what tasks you'd need to complete to run these activities, and which tasks you could share out to others in your team. Remember to include all the volunteers in your unit and get the girls helping out too!



Team leadership styles

Most leaders will have a natural way of leading other people. But sometimes, you have to adapt your style to suit the people you're leading, the situation or the task you're doing.

There are 4 styles of leadership that you're most likely to come across in Girlguiding. You might lean towards one or another, or you might use a mix of all of these techniques at different times.

Do you recognise any of these styles in yourself?

- **Visionary leaders** – people who set a goal and bring others along with them. They help people see a shared vision or goal which motivates the team. You might be able to take more risks with a visionary leader – they love to see your creativity in action.
- **Affiliative leaders** – people who are great at building positive relationships and put their teammates first. They create harmony among the team, and make people feel valued. Affiliative leaders are good communicators and take a flexible approach.
- **Democratic leaders** – people who are always happy to ask, 'what do you think?'. They invite others to be part of the decision making, which makes them feel involved. And everyone is motivated because everyone is part of the decision.

- **Coaching leaders** – people who encourage others to try new things. This develops the team by helping people grow their abilities and skills. And it's a style of leadership that empowers people to come up with solutions by themselves.



Your leadership style

Think about your unit leadership team, can you think about a time they've used any of the above leadership styles? What went well? Did anything stand out to you?



Super!

Well done for discovering all about working with your unit team. Now you're ready to put those teamwork skills into action, good luck!