Quick Question-Friend

Do you like to do group projects? Why or why not? Do you consider yourself a good team member? Why?

Name: _____

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Worksite Reflection

What was something that happened at work this week? (an event, a problem, an interaction, a success, etc.)

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Administrative Questions

Is your phone number the same?			YES	NO
Do you have active phone service?			YES	NO
Is everything at work satisfactory?			YES	NO
Are you getting enough hours?			YES	NO

If you selected NO, explain:

	POINTS	EARNED	On time Late
Journal	5		Date turned in:
Scenario	5		Weeks late (points off):
Question	5		Final Score:
Reflection	3		
Admin	2		

Being a Good Team Member

Show Commitment

Be committed to your team. Good team member will contribute as much as possible.

Be Flexible

A good team member wants things to happen through his or her work. Be flexible and do well under pressure.

Don't Stay Quiet

Be involved. Engage others. Prepare your ideas clearly and present them to your team.

Be Reliable and Responsible

Do what you said you would do. Complete tasks in order of priority and on time.

Actively Listen

Respectfully listen to other's opinions. Consider what someone else is saying and why they believe that.

Keep Your Team Informed

Transparency is key. Keep your team informed of what is going on and where you are on a project.

Be Ready to Help

Give tips to help your team members be successful. The team's success is your success.

Support Others

Be aware of how you treat others. You'll receive re-spect when you give it. Have fun, but not at someone else's expense.

Be a problem-solver

Offer solutions. Your team members will appreciate your skills when you speak up.
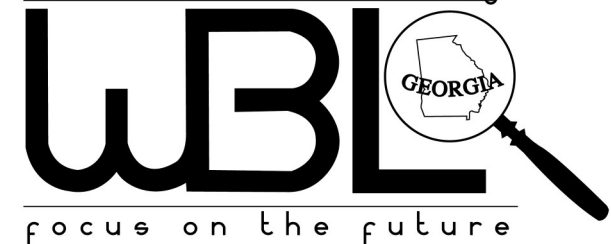
Recognize when you are wrong

Back off an idea if it's not the right one. It's okay to make mistakes. Apologize and move on.

WORKHOUSE
EDUCATION BEYOND THE CLASSROOM

Teamwork Makes the Dream Work

work-based learning

WBL
GEORGIA

focus on the future

Teamwork

Historically, managers made all the decisions in the workplace and the workers just followed orders. This worked great on assembly lines and in manufacturing. Today's workforce is different. People want quality products and they want a lot of them. Worksites had to evolve to meet these demands. Workers had to become problem solvers and decision makers.

In today's workforce, you'll be expected to work well with others, solve problems, and manage conflict.

Benefits and Drawbacks

Teams are great because they can find better and more creative decisions. They can produce a greater amount of information. They can do better research and the team members are more likely to make an idea work if they helped plan it.

On that same note, teams can be challenging because it is frustrating when it takes more time to reach a decision. Sometimes there are personality clashes (some people just aren't good team members). It takes a long time to develop a solid team.

3 Types of Teams

Functional Teams have similar skills and expertise and are usually from the same department. They solve problems based on an understanding of work to be done. They understand the roles of the department.

Cross-functional Teams are similar to functional teams, but workers are from different areas within the company.

Multifunctional Teams are cross-trained so that each person is able to perform the duties of all the other team members.

Team Roles

Leader
sets the team's agenda; helps the group make progress

Encourager
inspires everyone to participate and makes certain that everyone's opinions are heard

Taskmaster
keeps the group focused on achieving its goals

Critic
questions the opinions expressed and decisions made

Recorder
keeps detailed notes

Good Team Characteristics

A good team shares the responsibility of leadership. The leader rotates based on the project with the person with the most knowledge being responsible. When leadership is shared, everyone feels responsible and will be an active, helpful participant.

Rotating team roles is also a way to keep everyone engaged and involved. People's roles will vary based on the needs of the team and the scope of the project.

A good team delegates tasks to all members and to the most qualified.

A good team stays focused on the goal. The team keeps deadlines in mind and follows them.

A good team works for the common good, rather than working for the good of one or two members.

Teams can be fun. Make sure to use humor effectively, take breaks, list goals, use a chart that shows the steps of a task divided across time. This will keep the team progressing forward.

> **DID YOU KNOW?**
> The ideal team size is **between 4 and 9**.

Name : _____

Journal

Describe a teamwork incident (school or work-related) that gave you the greatest feeling of pride.

_____
_____
_____
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Worksite Scenario

Emma is on a team developing the marketing strategies for the latest product. She has some good ideas, but is afraid her team members might not like them. How should Emma tell them her suggestions? What should she do if they pass on them?

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