

## Activity 12- Elements of Teamwork

Part of being a good team member is learning how to understand your personal strengths (what you have to offer) and where you might need to draw assistance from others. Listed on this sheet are 10 of the characteristics that make a productive team member. Rate your level of confidence in each skill (honestly).

### **SKILL #1: RELIABLE**

This means: You can be counted on to get the job done.

**Rating:**

\_\_\_Not so confident      \_\_\_Sort of Confident      \_\_\_Really confident

### **SKILL #2: EFFECTIVE COMMUNICATOR**

This means: You express your thoughts and ideas clearly and directly, with respect for others.

**Rating:**

\_\_\_Not so confident      \_\_\_Sort of Confident      \_\_\_Really confident

### **SKILL #3: ACTIVE LISTENER**

This means: You listen to and respect different points of view. Others can offer you constructive feedback – and you don't get upset or defensive.

**Rating:**

\_\_\_Not so confident      \_\_\_Sort of Confident      \_\_\_Really confident

### **SKILL #4: PARTICIPATES**

This means: You are prepared – and get involved in team activities. You are regular contributor.

**Rating:**

\_\_\_Not so confident      \_\_\_Sort of Confident      \_\_\_Really confident

### **SKILL #5: SHARES OPENLY AND WILLINGLY**

This means: You are willing to share information, experience, and knowledge with the group.

**Rating:**

\_\_\_Not so confident      \_\_\_Sort of Confident      \_\_\_Really confident

**SKILL #6: COOPERATIVE**

This means: You work with other members of the team to accomplish the job - no matter what.

**Rating:**

\_\_\_Not so confident      \_\_\_Sort of Confident      \_\_\_Really confident

**SKILL #7: FLEXIBLE**

This means: You adapt easily when the team changes direction or you're asked to try something new.

**Rating:**

\_\_\_Not so confident      \_\_\_Sort of Confident      \_\_\_Really confident

**SKILL #8: COMMITTED**

This means: You are responsible and dedicated. You always give your best effort!

**Rating:**

\_\_\_Not so confident      \_\_\_Sort of Confident      \_\_\_Really confident

**SKILL #9: PROBLEM SOLVER**

This means: You focus on solutions. You are good about not going out of your way to find fault in others.

**Rating:**

\_\_\_Not so confident      \_\_\_Sort of Confident      \_\_\_Really confident

**SKILL #10: RESPECTFUL**

This means: You treat other team members with courtesy and consideration - all of the time.

**Rating:**

\_\_\_Not so confident      \_\_\_Sort of Confident      \_\_\_Really confident