***Activity 2:***Elements of Teamwork – An Inventory of Skills *(~up to 15 minutes)*

Do this activity before attending the teamwork tutorial:

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) – and then devise a plan for how you can improve some of the areas you think might need a “jump start.”

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

**Some considerations:**

Did you have mostly “not so confident” checked off? If you selected mostly “not so confident” options, do not worry, you are still developing your confidence as a team player and remember these skills take some time to develop. Be proactive and take incremental steps and get advice from someone you know and trust to help you focus on developing a plan for working on some of the skills in which you would like to be more confident. In fact ask people in your network questions about teamwork and their experiences. Don’t be shy to ask for help or advice. Asking for help when you need it is another great skill of a productive team player.

Or maybe you had mostly “sort of confident” checked off? Well you are pretty confident in your teamwork skills – but could probably use a little extra support or development in a few areas. Invite someone close to you (someone you know and trust), to work with you on the areas you would like to improve. Most people would be really happy to help you! Learning the strategies to become a good team member takes time, energy, and dedication.

Did you have mostly “really confident” checked off? If so, you are truly confident in your ability to be a good team player. Well done. There is always room to improve so consider an area or two where an improvement would benefit you and develop a plan for how to further grow those skills. Why not mentor others who ask for advice? It would be great to help someone to build their skills and teamwork confidence. Now note your teamwork skills confidence levels:

I am most proud of my ability to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I want to improve my ability to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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I will reach out to some of these people for guidance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Revisit this sheet after the semester and see what changes you have made to your teamwork skills.

From: [Teamwork.pdf](http://www.dol.gov/odep/topics/youth/softskills/teamwork.pdf)

Adapted from Problem Solving Video, Workplace Videos 2000, Glencoe McGraw