



# FOUNDATION FOR EXCELLENCE

Nurturing Brilliance ★ Transforming Generations

*"Individual commitment to a group effort--that is what makes a team work, a company work, a society work, a civilization work." - Vince Lombardi*

*Along the lines of the above quote, this month's topic is team-work.*

## **What is team-work?**

Teamwork is a group of people work together cohesively, towards a common goal, creating a positive working atmosphere, and supporting each other to combine individual strengths to enhance team performance.

## **How can I improve my teamwork skills?**

*Answer: Join a team!*

Whether it's forming a study group for one of your classes or joining club or organization in your field of study, putting yourself in situations that force you to work with others will help you become more comfortable.

Questions relating to working with others are often included in the interview process, so it's helpful to have a few real-life scenarios on which you can focus. By sharing your positive experiences, you're simply highlighting your competency.



### Why are teamwork skills important?

- Effective teamwork helps in efficiently completing tasks.
- Teamwork gives new perspective to ideas or solutions you may never have considered.
- Teamwork teaches you to develop interpersonal skills by working with others to coordinate schedules, meet deadlines and make decisions will strengthen your relational interactions.
- Teamwork can also improve the outcome of a project because you're able to draw upon each other's unique strengths.
- The emotional support offered by group members is an added benefit.



## **Characteristics of a Team Player**

- **Communication**
  - Being a good team member means being able to clearly communicate your ideas with the group and you must be able to convey information via phone, email, and in person.
  - Make sure your tone is always professional but friendly.
  - Both verbal and nonverbal communications are important when working with a group.
- **Listening**
  - Listen to the ideas and concerns of your peers in order to be an effective team member.
  - By asking questions for clarification, demonstrating concern, and using nonverbal cues, you can show your team members that you care and understand them.
- **Reliable**
  - You want to be a reliable team member so that your coworkers can trust you.
  - Make sure you stick to deadlines, and complete any tasks you are assigned.
- **Respectful**
  - People will be more open to communicating with you if you convey respect for them and their ideas.
  - Simple actions like using a person's name, making eye contact, and actively listening when a person speaks will make the person feel appreciated.

## **Key Task-Focused Team Skills**

- **Organising and Planning Skills**
  - Being organised is essential to getting tasks done.
- **Decision-Making**
  - Being able to make decisions is also crucial to moving things forward.
- **Problem-Solving**
  - Task-focused people are often adept at problem-solving, especially if the problem relates to the task.



### **Teams Drive Innovation, Productivity and Growth**

**Companies are constantly adapting to provide the most efficient and productive work environments for their employees. The team—not the individual contributor—is the new secret for business success.**

#### **Summary**

- Look at teamwork as a great opportunity and not only a challenge.
- Teams are usually created to solve difficult problems, and they often have tight deadlines and strict budgets.
- You can help your team by using your strengths, clearly understanding your role, and staying flexible and reliable until the project is completed.
- Be positive, and help others as much as you can.

#### **Resources**

1. [Ted Talks to Inspire Better Teamwork](#)
2. [Teampedia](#) - collaborative encyclopedia of free team building activities, free icebreakers, teamwork resources, and tools for teams.
3. [Teamwork](#) - Downloadable articles, activities & information.