**Practice Project 4**

**Part 1**

**Website Theme:** Collaboration/Teamwork at a job.

1. Write about how teamwork skills are important at a job.
2. Focus on how you can improve at collaboration as well.

**Part 2**

1. Make a new folder in your folder called **Practice Project 4**. Name your home page **index.html** and save it in that folder. Your CSS document will be called **style.css**.

**Create a website that includes:**

* CSS document (style.css)
* 2-3 webpages
* Divs
* Margin and Padding
* Position fixed
* Position relative
* Position absolute
* Z-index
* Google fonts

**Setting up your document:**

<!doctype html>

<html>

<head>

<title></title>

</head>

<body>

</body>

</html>

**Citation Advice**

For this assignment and future assignments, you should make sure to paraphrase any information you find online. Do not just directly type or copy and paste information into your website. This will help you avoid issues with plagiarism, which can cause you to fail assignments or harm your professional reputation. The B Side assignments cover topics you already went over, so now you need to properly cite information and avoid plagiarizing.

When using resources, make sure to write down where you found information. Citation is showing where you found certain information that you wrote. This is used for academic writing and professional writing.

You want to paraphrase information usually. According to Wikipedia, paraphrasing “is a restatement of the meaning of a text or passage using other words.” You can still occasionally use quotes, but do not do so too often and make sure to cite the resource you are directly quoting. Make sure to put information in your own words typically. You do not need to write down every single sentence, just use the important ones.

You do not need to cite your opinions, but make sure to clarify if that something is your opinion.

Proper citations and paraphrasing will help you make better websites.

Here are some articles on paraphrasing.

<https://www.grammarly.com/blog/paraphrase/>

<https://examples.yourdictionary.com/examples-of-paraphrasing.html>

<https://www.scribendi.com/academy/articles/how_to_paraphrase.en.html>

**Research**

**The importance of teamwork**

<https://www.brighthr.com/articles/culture-and-performance/teamwork/the-importance-of-teamwork-in-the-workplace/#:~:text=Teamwork%20is%20efficient%20work&text=And%20that's%20just%20another%20way,do%20it%20better%20and%20faster>

Teamwork is a skill that benefits companies due to the following reasons. First, teamwork allows for dividing up jobs into smaller parts. By dividing parts consistently, people can gain specialties where they will be able to complete certain tasks better than average. Breaking down tasks and developing specialties improves productivity while decreasing costs.

**7 Examples of Important Teamwork Skills**

<https://www.indeed.com/career-advice/career-development/teamwork-skills>

Teamwork skills help you work well with others, which is useful for regular conversations along with more formal settings such as meetings and continued projects. Some of the most important teamwork skills include communication, active listening, responsibility and honesty.

Being able to work well with others is useful no matter what field you are in and will benefit your company. This will also benefit you since making connections can help you advance your career.

When communicating, make sure to share relevant ideas and information. Avoid sharing information that is irrelevant.

Responsibility involves handling assigned work in the proper and expected manner. Being responsible helps a team perform optimally when working toward a goal.

Empathy is understanding how other people feel and the motivations behind their actions. Demonstrating empathy, or showing that you understand how someone feels and taking action based on that, helps you work well with others.

When you are part of a team, you are not the only person on that team. You need to focus on how your actions affect the team and how everyone else on the team feels. Make sure that you do not talk too much so that everyone can share their ideas. You also want to support others so that everyone can share their ideas. Sometimes though, you may not be talking enough, which is not helpful. Make sure to contribute your ideas so that you can support the team.

Teamwork is a difficult skill to learn, but there are ways that you can improve at it.

First, you want to receive feedback from someone you can trust so that you can determine your strengths and weaknesses. An outside view is best for determining your strengths and weaknesses. From there, you can work with that person on further developing your strengths and minimizing your weaknesses.

Second, you want to make SMART teamwork goals, which are goals that are specific, measurable, attainable, relevant and time-based. You will be able to know when you are making progress towards these goals and that they will benefit you. The timed component will keep you focused on reaching your goals.

Third, practicing teamwork and tracking your progress will help you grow better at teamwork. Lastly, if you see someone at work or in your life that has great teamwork skills, try to see how they are able to work well with others and mimic that.

Teamwork is a skill that will help you and will help your career.

**REASONS TEAMWORK IS IMPORTANT IN THE WORKPLACE**

<https://yti.edu/blog/reasons-teamwork-is-important-in-the-workplace>

Teamwork is important regardless of the field that you work in and it carries both practical and emotional benefits.

Teamwork helps businesses develop new ideas since hearing more perspectives results in more ideas. A diverse team full of members contributing their ideas will help a business succeed.

Teamwork is also helpful for solving problems since teams are able to develop and exchange a wide variety of ideas. By collaborating and communicating, a team can determine which idea will resolve the problem they are currently facing.

Teamwork is also supportive since it helps people make sure that everyone is succeeding, not just themselves. Workers are able to support people who are having more trouble and receive support when they need it. Dividing up work also makes it easier to complete. As a team works together to reach one goal, they develop a sense of comradery.

Lastly, teamwork builds morale for each member of the team. When a worker contributes something useful to a team, they feel that their work is valuable. Working together for a long time helps a team build confidence and trust. This confidence and trust gives each team member a sense of belonging and drive towards reaching a shared goal.

**Best jobs for people who enjoy teamwork**

<https://www.monster.com/career-advice/article/teamwork-jobs-0817>

Many fields heavily emphasize teamwork, meaning that is a skill you should develop if you want to work in those fields. Here are some examples of jobs where teamwork is extremely important and useful.

Tax consulting involves working with finance teams on how to handle various taxes, how to prepare and examine financial records, and how to work within tax codes. Accounts and auditors work on teams and often need to advise and communicate with clients, so teamwork is a must.

People in Human Resources work with different people within a company to make sure prospective employees are a good fit, including a hiring manager, a benefits administrator and the hiring department. People in HR also work with other departments to determine how to train employees and develop benefits programs.

While it may seem like social and web media are individual focused fields, they are field that involves working with many groups. With web media, you need to work with developers and writers. For social media, you need to work with photographers, video crews and broadcasters. For both, you would need to work with general departments, such as a legal department, marketing, sales, and public relations. Web development in particularly involves working with a client.

Many individual fields in arts, culture and entertainment require a large team to succeed. Theater productions have many actors, technicians and writers work together. Restaurants have many chefs in a kitchen that need to cooperate in order to make a meal, along with servers and other people working together to help customers. Event coordinators work with many people, such as caterers and security, to execute events. They also have to work with the client requesting the event to begin with in order for the event to be viewed as a success.

IT is a field that requires a lot of teamwork skills. A study by CompTIA showed that “nearly half of IT executives rank teamwork as the top soft skill for employees.” Tech support has to be able to communicate well with clients in order to fix issues. In addition, IT project management and scrum management require working well with others and scrum management in particular is about making sure every employee is able to follow the scum framework.

**Brainstorming**

* Industries where teamwork is extremely important
* Industries you wouldn’t think have a lot of teamwork, but they do.
* Soft Benefits of Teamwork
* Practical Benefits of teamwork
* Personal Benefits of Teamwork
* Business benefits of teamwork