

# TEAMWORK

## 1 What you are learning

You are beginning to:

- ✓ Contribute to group tasks, though you sometimes need guidance to coordinate effectively.
- ✓ Recognize the importance of clear and consistent communication.
- ✓ Adapt to different roles, though sometimes need guidance to transition smoothly.

## 2 Where to find opportunities for growth

### Office Clerks, General:

In this role, you assist with routine office tasks like filing, scheduling, and record keeping. Working as part of an administrative team, you learn to share responsibilities, coordinate tasks, and support smooth operations-laying a strong foundation for effective teamwork.

### Dishwashers:

In this fast-paced kitchen role, you work alongside culinary staff to keep the workspace clean and organized. You'll learn to coordinate with your team under pressure, building practical teamwork skills while ensuring that daily tasks are completed efficiently.

### School Bus Monitors:

As a School Bus Monitor, you help create a safe and orderly environment on school buses. Working closely with bus drivers and school staff, you'll develop your ability to support group safety and communicate effectively in a dynamic, real-world setting.

## 3 Try this next

- 1. Participate in Small Group Projects:**  
Join structured team activities where you can practice sharing responsibilities and communicating clearly. This will help you gain confidence in working together with others in a low-pressure setting.
- 2. Attend Introductory Team-Building Workshops:**  
Enroll in beginner-level workshops that focus on the basics of collaboration, such as effective communication, role clarity, and conflict resolution. These sessions offer practical tools for working well in a team.
- 3. Engage in Simple Role-Playing Exercises:**  
Practice handling common workplace challenges through simulated scenarios. Role-playing helps you learn to resolve minor conflicts and understand different team roles in a supportive environment.
- 4. Reflect on Group Experiences:**  
After participating in team activities, take time to review what went well and what could be improved. Keeping a journal of your experiences will help you recognize your strengths and identify areas for growth.
- 5. Request Supportive, Constructive Feedback:**  
Ask mentors or supervisors for gentle, specific feedback on your teamwork style. Their insights will help you pinpoint small improvements that can gradually enhance your collaborative skills.

