

## Activity 12. Elements of Teamwork – An Inventory of Skills

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

## Consider your answers:

### **Did you have mostly “not so confident” checked off?**

If so, you are still developing your confidence as a team player. These skills often take some time to develop - so don't worry. It might be helpful to reach out to 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. Don't be afraid to ask for help. Asking for help when you need it is another great skill of a productive team player.

### **Did you have mostly “sort of confident” checked off?**

If so, 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. That's great! Figure out an area or two where you would like to continue to see improvement (since we should always be striving to be the best we can be) and develop a plan for how to further grow those skills. Also try to offer support to someone you know who might be struggling with building his or her own level of teamwork confidence.