



# Transferable Teamwork Skills

## Overview

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Teamwork is an essential part of success in our professional as well as personal lives. When working together, we are able to learn more, achieve our goals at a faster rate, and build stronger bonds with our peers. Whether in the family, on a sports team, on a vacation, we use teamwork skills in our lives. This video helps viewers identify and develop teamwork skills to succeed in the workplace.

## Discussion Points

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### Who is on your team:

- Classmates
- Family members
- Co-workers
- Your personal doctor and staff
- Friends
- People you work with on a sports team or volunteer organization

In any team, there needs to be commitment and loyalty, so that everyone knows they can count on each other.

### Three components of teamwork:

- Communication
- Coordination
- Commitment

# **Transferable Teamwork Skills**

## **Discussion Points & Questions**

### **Team player skills:**

- Listen to teammates and their ideas.
- Be supportive of others. Compliment and acknowledge other members when they come through and do a good job.
- Keep the lines of communication open.
- Be flexible by being willing to try new ways of solving problems and obtaining the goals of the team.
- Be dependable by following through on your commitments and obligations and staying on task.
- Set an example by taking the first steps to settle a problem; lead by initiative.

### **Understanding office etiquette:**

- Dress appropriately
- Share credit
- Meet deadlines
- Be reliable
- Avoid gossip
- Be honest
- Be respectful to all workers and customers
- Avoid negative behavior and attitude

## **Pre-Viewing Discussion Questions**

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1. In what way does teamwork play a role in your everyday life?
2. Why is teamwork so important on the job? In your personal life?
3. What are crucial aspects of good teamwork?
4. Pretend that you are working on a school (or work) project with a group. What makes a bad team member and why?

## **Post-Viewing Discussion Questions - These can be done as a class discussion or used as a worksheet (see next page).**

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# **Transferable Teamwork Skills**

## **Discussion Questions**

- 1. How are you considered a “team player” in your professional or personal life?**
- 2. Describe the rules of office etiquette.**
- 3. What are the three components of teamwork? Give examples.**
- 4. Why is teamwork so important in the workplace?**
- 5. What are some valuable skills of a good team player?**

# **Transferable Teamwork Skills**

## **Group Activity**

Students work in groups all the time. Divide the class into two to four teams. Assign half the teams to each one of the options. Give them about half an hour to develop a plan and then about five minutes to do a presentation to the class on their results. As a homework/writing assignment, students can write an essay on what worked, what didn't, and how they might do things differently if given the same assignment a different time.

Have a class discussion about any conflicts that came up.

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**Group Members:** \_\_\_\_\_

## OPTION 1

Your group is in charge of a charity food drive. The team must determine:

- name of organization
- location, time
- objectives and goals
- marketing and what you will do at the event

## OPTION 2

Someone in your team is running for president. You must come up with a catchy slogan, determine which member is in charge of what, and create a marketing plan for the campaign.

Keep track of who is responsible for the different activities and how you will determine if a goal has been met.