

# TEAMWORK

## DEFINITION

## EXAMPLE

### COLLABORATION

Working cooperatively with others to help a team or work group achieve its goals..

Team members recognize and facilitate relating across differences as part of life long learning and reflection; Individuals notice and respect non-verbal cues, boundaries, communication, expectations, and interactions; Individuals share stories and listen to the stories of others; Group members are able to articulate multiple identities (race, gender, religion, class, etc.), explore stereotypes, and understand differences as assets for a group.

### RELIABLE

Consistently delivering quality, remaining trustworthy, behaving, working hard, and doing what is expected; staying well-grounded, genuine.

Employees meet deadlines and arrive to work on time, do what they say they are going to do, and achieve an acceptable standard in their tasks.  
Coworkers are kind and helpful to each other, they volunteer for projects, doing their best work with a positive and cheerful attitude.  
Individuals are able to do a job without having to ask for a lot of information.  
Individuals are engaged and inclusive to others – putting forth real effort.

### RESPECTFUL

Treating people in a positive manner that acknowledges them for who they are and/or what they are doing. When you interact with an individual you treat them with dignity and in a respectful manner as this shows your character as a person.

Respectful coworkers listen when someone is talking, think before speaking, wait their turn, avoid being disruptive, speak politely (please & thank you), and follow the rules.

### CONFLICT MANAGEMENT

Limiting the negative aspects of conflict while increasing the positive aspects of conflict. The aim of conflict management is to enhance learning and group outcomes, including effectiveness or performance in an organizational setting.

Those who must manage a conflict take time to understand the problem in order to focus on the problem and not the individual(s).  
Individuals keep a positive attitude and utilize good communications skills.  
Individuals are open to being influenced toward another's perspective.

### LEADERSHIP

Using appropriate methods and a flexible interpersonal style to build, motivate, and guide a cohesive team to complete team goals.

Individuals leverage others' skills and gain their support by asking for their ideas, opinions, and participation when solving problems, making decisions, and carrying out plans.