Teamwork is the process of working collaboratively with a group of people in order to achieve a goal.

“The strength of the team is each individual member. The strength of each member is the team.” Phil Jackson

8 Characteristics of an Effective Team

1. Must have a clear goal.
2. Must have competent, knowledgeable team members.
3. Must be collaborative, and be honest, open, and respectful of others.
4. Must have a unified focus and commitment.
5. Should have a results-driven structure.
6. Must have high expectations that are understood by all members.
7. Should receive support and encouragement from external sources.
8. Must have an effective leader who works for the good of the team.

9 Team Roles for Success

**Shapers**
Challenge the team to improve.

**Implementers**
The people who get things done.

**Completers**
See that the projects are completed thoroughly.

**Coordinators**
Take on the traditional team leader role.

**Team Workers**
Makes sure the team is working together.

**Investigators**
Works externally to help the team meet goals.

**Plants**
Come up with new ideas and approaches.

**Evaluators**
Analyzes ideas that other people have.

**Specialists**
Have specific knowledge needed to meet goal.

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In support of:

Don’t assume others know everything you do
Participate in group meetings and planning sessions
Avoid office politics
Appreciate other people’s style
Get to know your coworkers
Meet your deadlines

Why are we here?
What is the “perfect ending” to this project?
What is our deadline?
How often will we meet?
What is our budget?
Who is in charge of implementing our ideas?
What roles and responsibilities will each of us have?

80% OF U.S. CORPORATIONS SUPPORT TEAM WORK.

81% OF PEOPLE PREFER WORKING IN GROUPS OF 3 OR MORE.

Takes a problem solving approach
Compromise your point of view
Easily and quickly adaptable
Show genuine commitment
Support and respect others
Confident Communication
Reliable and responsible
Always ready to help
Share your opinion
Actively listen

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