



PEOPLE SKILLS: COLLABORATIVE



PRACTICE TEAMWORK



**DO YOU HAVE WHAT IT TAKES TO BE A GREAT TEAM PLAYER?
RATE YOURSELF ON EACH OF THESE TEAMWORK TRAITS.**

Team Skill	Needs work	Average	GOAL!
RELIABLE: I can be counted on to get the job done and attend all team meetings.			
EFFECTIVE COMMUNICATOR: I express my thoughts and ideas clearly and directly, with respect for others.			
ACTIVE LISTENER: I listen to and respect different points of view without getting upset or defensive.			
PARTICIPANT: I am prepared and get involved in team activities. I am a regular contributor.			
SHARE OPENLY AND WILLINGLY: I am willing to share information, experience, and knowledge with the group.			
COOPERATIVE: I work with other members of the team to accomplish the job – no matter what.			
FLEXIBLE: I adapt easily when the team changes direction or I'm asked to try something new.			
COMMITTED: I am responsible and dedicated. I always give my best effort.			
PROBLEM SOLVER: I am focused on finding solutions and not on blaming others.			
RESPECTFUL: I treat others with courtesy and consideration — even behind their backs.			

WHAT ARE MY 3 BEST TEAM SKILLS? _____

WHAT IS ONE SKILL I WANT TO IMPROVE? _____

“ **85% OF YOUR CAREER/WORKPLACE SUCCESS DEPENDS ON YOUR PEOPLE SKILLS.** ”