Teamwork

Contributes to Team Meetings
- Participate in team discussions and offer ideas that help the group progress.
- Build on the ideas of other team members.

Facilitates the Contributions of Team Members
- Listen carefully to team members.
- Give feedback on the contributions of team members.
- Ask team members to explain their ideas if you do not understand.
- Work with others to combine your ideas with theirs.
- Invite or encourage team members to participate in team discussion.

Individual Contributions to Team-related Work Outside of Meetings
- Complete all of your tasks by the deadline set by the team.
- Make sure the work you do is the quality that the team expects.
- Help other team members when needed.

Supports Constructive Team Climate
- Treat team members politely and with respect.
- Communicate positively; keep in mind the way you act as well as what you say.
- Have a positive attitude about and toward your team.
- Help and encourage your team members.

Responds to Differences of Opinion
- Ensure that you express your opinion.
- Work with team members to make decisions together.
- Find ways to combine opposing ideas into a team solution.