



# Teamwork

*Working cooperatively with others towards achieving a shared goal*

## GETTING STARTED Working well with others

### STEP 0

#### I work with others in a positive way

What does behaving positively look like to you?

When do you find it easier or more challenging to work with others in a positive way?

### STEP 1

#### I work well with others by behaving appropriately

What do you think appropriate behaviour means?

How can we know what appropriate behaviour looks like in different places?

### STEP 2

#### I work well with others by being on time and reliable

What does it mean to be reliable?

What is the effect if someone is not reliable, or not on time?

### STEP 3

#### I work well with others by taking responsibility for completing my tasks

What does it mean to take responsibility?

How can you get the balance right between the positive effects and the risks of taking responsibility?

### STEP 4

#### I work well with others by supporting them if I can do so

What does it mean to support other people?

When is it important to support someone else? When isn't it helpful?

### STEP 5

#### I work well with others by understanding and respecting diversity of others' cultures, beliefs and backgrounds

What does diversity mean?

What does it mean to be inclusive?

How do you create an environment where everyone is respected and able to make a full contribution?



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### INTERMEDIATE Contributing to a group

#### STEP 6

#### I contribute to group decision making

What is meant by group decision making?

How can you make good contributions to group decision making?

#### STEP 7

#### I contribute to group decision making, whilst recognising the value of others' ideas

Why do different people have different ideas?

How can you ensure that you think about others' ideas and recognise the value in them?

#### STEP 8

#### I contribute to group decision making, encouraging others to contribute

Why might you need to encourage others to contribute their ideas?

How can you do this effectively?



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### ADVANCED Improving a team

#### STEP 9

#### I improve the team by not creating unhelpful conflicts

How is conflict different to disagreement?

How can unhelpful conflicts be avoided?

#### STEP 10

#### I improve the team by resolving unhelpful conflicts

How can you resolve your own conflicts with others?

How can you help others to resolve their conflicts?

#### STEP 11

#### I improve the team by building relationships beyond my immediate team

Why is it helpful to have relationships beyond your immediate team?

How can you start new relationships?

How can you maintain those relationships over time?



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### MASTERY Influencing a team

#### STEP 12

#### I influence the team by reflecting on progress and suggesting improvements

What are some of the things to consider to answer the question of whether your team is making good progress?

What is worth considering on team morale and motivation?

How can you work with different types of leader, and ensure your suggestions are taken well?

#### STEP 13

#### I influence the team by reflecting on progress and suggesting improvements

How do objective targets help you to judge whether you have been successful?

What are the different elements of a team performance that you should evaluate?

How do you turn evaluation into learning?

#### STEP 14

#### I support the team by evaluating others' strengths and weaknesses, and supporting them accordingly

What do we mean by attributes?

How can you use an understanding of attributes to better support your team?

#### STEP 15

#### I support the team by bringing in external expertise and relationships

Why is it helpful to have professional relationships outside of your team?

How can you use those relationships to particularly help your team?

How can you ensure that these relationships stay strong and productive?