

~Be Kind—Team members must be careful to never talk bad about each other. If you can't say something nice, don't say anything at all. Or, if you aren't willing to address a problem with the person there, then don't. Refrain from gossip, it erodes the trust of those you are gossiping to and takes big chunks out of team morale.

A Positive Team Atmosphere

Teamwork suggests that people work in an atmosphere of mutual support and trust, working together cohesively, with good inter-group relations. Each other's strengths are valued. It should also foster an increasing maturity of relationship, where people are free to disagree constructively, and where both support and challenge are a part of helping teams work.

With real teamwork we tend to see positive attitudes and behaviors such as:

- Trust in colleagues to deliver what they promise
- Willingness to help when needed
- Sharing of a common vision of the future
- Co-operation and blending of each others' strengths
- Positive attitudes, providing support and encouragement
- Active listening
- All members pulling their weight and in the same direction
- Giving the benefit of the doubt
- Effective conflict resolution
- Open communication



Teamwork

And Communication



What is Teamwork

Teamwork is generally understood as the willingness of a group of people to work together to achieve a common goal. For example we often use the phrase: "he or she is a good team player". This means someone has the interests of the team at heart, working for the good of the team .

Why is Teamwork in the Workplace Important?

Many people try to shy away from having to work closely with others in a group. There is no need to, teamwork holds a number of benefits for both you and the company. Not only is it a great opportunity for personal development, but it is also a way of making a work load easier.

Often businesses will create and utilize the use of teams to complete a task or a project that requires more than one person to finish. When a team works together effectively, you're guaranteed a successful outcome of high-quality standards. When working together as a team you have different people offering creative ideas and solutions to problems. A team that works well together is also able to motivate one another as they work their way through a project or task and efficiently meeting their objectives.

SJPP Liaison Office— "Enter Work With Skills"



How Communication Affects Teamwork

Teamwork offers advantages such as increased productivity, a heightened sense of morale and improved staff efficiency. One of the key elements in creating a good team is proper communication.

The following are a few 'rules of engagement ' that team members can abide by

~ **Always be Clear**— when members of a team are unclear of the goals and their responsibilities, team motivation will suffer. As a team member it is your obligation to seek clarity on what the team's objective is. As a team leader always ensure that you check for understanding at the end of each meeting.

~ **Be Present**— when ever team members are communicating with each other, they must be committed to really listen and understand one another. Watch your body language and ask questions for clarity.

~ **You Must be Courteous**—Today's workforce severely lacks that "old fashioned" politeness. Cutting people off when they are talking, not saying "thank you" "excuse me" and "please," personally attacking team members and being condescending are all examples of poor team manners that can result in poor work communication on teams.

~ **Be Flexible**—There are going to be times when not everyone on the team is going to agree with an opinion or on a decision that has been made. Team members need to be flexible enough to support decisions contrary to their own desires, given that their opinions have been shared and adequately heard. Supporting the decision doesn't mean that everyone has to agree, but they must be willing to help make whatever has been decided a success.