Team Skills

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Why do we work in teams?

94.4% of employers rated Teamwork/ Collaboration as “very important” for job success.

Source: *Are They Really Ready To Work? Employers’ Perspectives on the Basic Knowledge and Applied Skills of New Entrants to the 21st Century U.S. Workforce*

Agenda

- Define your type of team
- Best practices for high performing teams
- Enforcing standards and behaviors
What type of team will you belong to?

- Self-managing
  - No ‘boss’ to discipline
  - How you reach the end is the team’s decision
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- Task-oriented
  - Common goal
  - Shared project guidelines
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- 360-degree feedback
High performing teams share similar behaviors and skills

Meetings
- Regular times
- Come prepared and on-time
  - Read
  - Write
  - Research
- Have an agenda

Communication
High performing teams share similar behaviors and skills: Interpersonal

Listen actively

Ensure all contribute

Involve yourself

Acknowledge positive behavior

Address conflict openly
High performing teams share similar behaviors and skills: Interpersonal

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= Solid Performance
A note about conflict

- **Factual conflict**
  - Seek root cause
  - Complete additional research

- **Policy conflict**
  - Examine goals
  - Highlight what is working
  - Change as necessary

- **Value conflict**
  - Work around basic differences as best you can
  - Respect individuality as part of the team

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How do you enforce the best practices for team behavior and skills?

Team Contract
- Team expectations
- Interpersonal expectations
- Consequences
Team Skills

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T/Th 1:30-4:00p
W 10:00-11:00a
By appointment

Maria Wolfe
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M 10:00a-12:00p, 1:00-3:00p
T/Th 10:00a-12:00p, 1:00-2:00p

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