The Power of TEAMWORK

Handout!!

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Elements of Teamwork – An Inventory of Skills—Handout

Part of being a good team member is learning how to understand your personal strengths (what you have to offer) AND where you might need to draw assistance from others. Listed on this sheet are 10 of the characteristics that make a productive team member. Rate your level of confidence in each skill (HONESTLY) – and then devise a plan for how you can improve some of the areas you think might need a “jump start.”

SKILL #1: RELIABLE This means: You can be counted on to get the job done.
Rating: _____Not so confident _____Sort of Confident _____Really confident

SKILL #2: EFFECTIVE COMMUNICATOR This means: You express your thoughts and ideas clearly and directly, with respect for others.
Rating: _____Not so confident _____Sort of Confident _____Really confident

SKILL #3: ACTIVE LISTENER This means: You listen to and respect different points of view. Others can offer you constructive feedback – and you don’t get upset or defensive.
Rating: _____Not so confident _____Sort of Confident _____Really confident

SKILL #4: PARTICIPATES This means: You are prepared – and get involved in team activities. You are regular contributor.
Rating: _____Not so confident _____Sort of Confident _____Really confident

SKILL #5: SHARES OPENLY AND WILLINGLY This means: You are willing to share information, experience, and knowledge with the group.
Rating: _____Not so confident _____Sort of Confident _____Really confident

SKILL #6: COOPERATIVE This means: You work with other members of the team to accomplish the job - no matter what.
Rating: _____Not so confident _____Sort of Confident _____Really confident

SKILL #7: FLEXIBLE This means: You adapt easily when the team changes direction or you’re asked to try something new.
Rating: _____Not so confident _____Sort of Confident _____Really confident

SKILL #8: COMMITTED This means: You are responsible and dedicated. You always give your best effort!
Rating: _____Not so confident _____Sort of Confident _____Really confident

SKILL #9: PROBLEM SOLVER This means: You focus on solutions. You are good about not going out of your way to find fault in others.
Rating: _____Not so confident _____Sort of Confident _____Really confident

SKILL #10: RESPECTFUL This means: You treat other team members with courtesy and consideration all the time.
Rating: _____Not so confident _____Sort of Confident _____Really confident

Reference: Mastering Soft Skills for Workplace Success
www.dol.gov/odep/topics/youth/softskills/softskills.pdf
My Personal Improvement Plan

Based on your assessment of your teamwork skills confidence levels, complete the following. Consider sharing with others team members.

I am most proud of my ability to:

_______________________________________________________________________________

I want to improve my ability to:

_______________________________________________________________________________

I will reach out to some of these people for guidance:

_______________________________________________________________________________

Notes:
Personality Descriptions of Teamwork “Shapes”

If you are a SQUARE: You are an organized, logical, and hardworking person who likes structure and rules. But sometimes you have trouble making decisions because you always want more information. You feel most comfortable in a stable environment with clear directions on what to do. You tend to like things that are regular and orderly. You will work on a task until it is finished, no matter what.

If you are a RECTANGLE: You are a courageous (brave), exciting, and inquisitive explorer who always searches for ways to grow and change. You enjoy trying things you’ve never done before and love asking questions that have never been asked. You like structure and will often be the person to be sure things are done the proper way, taking all rules and regulations into consideration. When you are given a task, you will start organizing it to be sure it can be done in the most systematic way.

If you are a TRIANGLE: You are a born leader who’s competitive, confident, and can make decisions. You also like recognition. You are goal oriented and enjoy planning something out and then doing it (you are motivated by the accomplishment). You will tend to look at big long-term issues but might forget the details. When given a task you set a goal and work on a plan for it. American business has traditionally been run by triangles and, although usually men, more women are taking those roles today.

If you are a CIRCLE: You are social and communicative. There are no hard edges about you. You handle things by talking about them and smoothing things out with everybody. Communication is your priority. When given a task, you will want to talk about it. You are a “people person,” with lots of sympathy and consideration for others. You listen and communicate well and are very perceptive about other people’s feelings. You like harmony and hate making unpopular decisions.

If you are a SQUIGGLE: You are “off-the-wall” and creative. You like doing new and different things most of the time and get bored with regularity. When given a task, you will come up with bright ideas about to do it. But you don’t think in a deliberate pattern from A to B to C. Instead, you tend to jump around in your mind, going from A to M to X.

Questions, Conclusion and More Information for Discussion:
Do you think people have the characteristics of more than one shape?
Why do you think it is important to have all different shapes working on the same team?

The Square, Rectangle, and Triangle are all convergent. This mean they are working TOWARDS something specific and finite, and they do it in a logical and systematic way. But they might be lacking in personal creativity.

The Circle and Squiggle are divergent. This mean they are creative, extroverted, and intuitive. They will reach out around them into new areas and to other people. But they aren’t particularly systematic or dependable.

Remember: You are basically the same person (personality) regardless of your surroundings or assigned role.