

BECOMING

How to Work Effectively with Others

EDUCATIONAL MATERIAL



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IN THIS MODULE YOU WILL LEARN

What does it mean to work effectively with others?

Why is team collaboration important?

Traits of effective team members.

Best ways to work effectively in a team.

Conclusion.

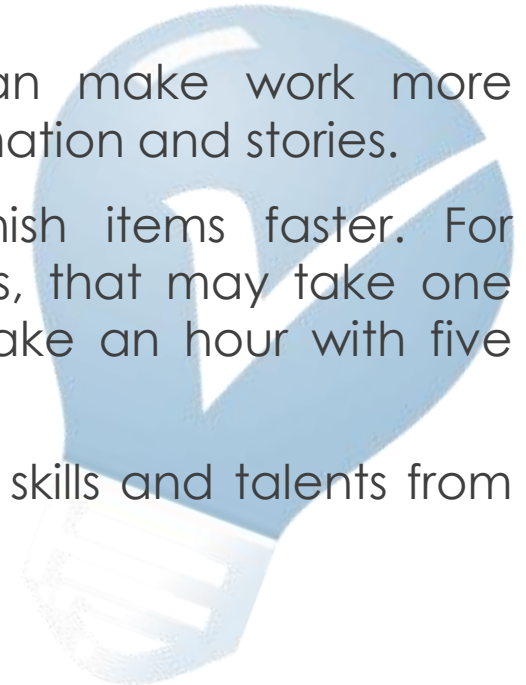
WHAT DOES IT MEAN TO WORK EFFECTIVELY WITH OTHERS?

- ▶ It means **getting along** with colleagues or supervisors and the **ability to collaborate** in a group. Doing this combines multiple soft skills or inherent personality traits that influence your communication and decision-making abilities.
- ▶ It also means understanding how to exist in a group culture with **shared rules and values** and that you understand the necessity of **joint planning and making team decisions**.



WHY IS TEAM COLLABORATION IMPORTANT?

- ▶ Collaborating with a team in the workplace is important for **many reasons** including:
 - ✓ **Making work enjoyable:** Collaborating with others can make work more enjoyable by giving you people to talk to and share information and stories.
 - ✓ **Completing tasks quickly:** Collaboration can help finish items faster. For example, if you have a project with five hour-long tasks, that may take one person most of a day's work to finish, but it may only take an hour with five people on the project.
 - ✓ **Encouraging diverse ideas:** Team projects bring together skills and talents from different people to help reach a desired common goal.



WHY IS TEAM COLLABORATION IMPORTANT?

- ✓ **Increasing innovation:** Group work demands the exchange of ideas among people and analysis with a collective mind.
- ✓ **Improving patience, flexibility, and adaptability:** Collaboration can help you learn how to work on other people's schedules and adapt to changes within a group plan.
- ✓ **Making meetings more productive:** Meetings for group work may be very productive because each member is involved. They may work more like discussion sessions.
- ✓ **Engaging employees:** Collaboration makes you feel like you are contributing to company goals and material creation rather than just following someone else's instructions.

TRAITS OF EFFECTIVE TEAM MEMBERS

- ▶ Communication
- ▶ Empathy
- ▶ Flexibility
- ▶ Inclusion



- ▶ Listening
- ▶ Patience
- ▶ Respect
- ▶ Trust

BEST WAYS TO WORK EFFECTIVELY IN A TEAM

Provide clear feedback

When you share feedback with others, **be clear and constructive** with your suggestions.

Highlight what's positive about what you're looking at or working on before making suggestions for change.

Strengthen your feedback and tips with some evidence or facts.

Give proper credit

Acknowledge when your team members have **great ideas**. You can do this in team meetings or praise each other by posting it on a bulletin board. Putting the positive accomplishments of the team at one place serve as **motivation for the future**.

People then feel valued and are more likely to work hard and **get the best outcomes** for certain project.

Take responsibility

In both good and bad situations, take responsibility for your actions. If you make a mistake, **be honest** about it and try to improve the situation.

As soon as you realize something happens, taking responsibility can keep issues small and make them easier to fix. Being responsible can also make **you seem more trustworthy**.

BEST WAYS TO WORK EFFECTIVELY IN A TEAM

Time management skills

Learn how to **stick to a schedule** to help keep projects on time for delivery. If you're working on something that gets passed to another person after you for more work, staying on schedule helps show that you're respectful of their time.

Achievable deadlines can help you set your personal and team-wide timelines for projects.

Understand strengths

Know what you and your teammates can do well. This can **make it easier to volunteer and accept tasks** that are easy for you to complete.

Doing so can help **keep projects on time and budget**.

Know your boundaries

Every team member may create and enforce **personal boundaries** such as prioritizing own tasks over helping others, accepting or declining requests, making requests, keeping information private if possible, etc.

Setting and enforcing them may help you earn respect among the team **and encourage others to do the same**.

BEST WAYS TO WORK EFFECTIVELY IN A TEAM

Set a good example

Model good behaviour. Do this in the way you talk to other people, give feedback, and interact with new team members.

Everything you do can set the tone for a creative, inviting, and collaborative workspace where people enjoy sharing ideas and working together.

Have a friendly attitude

Try to **start each** new project and each day **with a positive attitude**. Trust your colleagues and give them second chances.

Communicate often and share praise when it's earned. Try to leave any personal thoughts or issues outside of work to prevent them from affecting the team environment.

Say thank you

Though it sounds simple, **thanking people** for what they do and how they help you **is courteous**.

It's **both kind and encouraging** to create a **positive atmosphere** in everything your team does. It can also make people feel good and appreciated, making them more excited to work with you in the future.

WHAT TO TAKE FROM THIS LESSON

- ▶ If you want to **achieve your goals and objectives**, in any area of your life, you must learn to **work effectively with others**. When you do so, you harness the power of synergy and achieve more together than you ever could apart.
- ▶ **Build mutually beneficial relationships** where you work effectively with others to achieve better results for all.



You just completed this training unit.

Congratulations!



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