

# TEN WAYS TO ENHANCE TEAMWORK

ADAPTED FROM COMMUNICATING EFFECTIVELY FOR DUMMIES

1. MAKE NEWCOMERS FEEL WELCOME:
  - Working together to make someone new welcomed and valued pulls the entire group together.
2. KEEP INFORMATION FLOWING:
  - Passing along important information keeps you effective. Take the initiative to let others know something important.
3. TEACH SO THAT OTHERS CAN LEARN:
  - Avoid "showing-and telling," which doesn't offer the learner much of a chance to ask questions and means you are not checking for understanding. More positively put, check for understanding regularly and be receptive to questions.
4. OFFER ASSISTANCE:
  - Offering help and cooperation makes for a great team player. People want to know that you can be counted on to help support the group effort.
5. ASK FOR HELP:
  - Asking questions shows your interest and assertiveness, not your intellect. Working as a team allows you to not carry all the weight on your shoulders.
6. SPEAK UP IN MEETINGS:
  - You are a valuable member of the team and have much to contribute. Focus on solutions to problems, speaking assertively and actively listening.
7. TALK IN TERMS OF OUTCOMES:
  - Instead of focusing on who is right or wrong, ask your team members "What are our goals?" and "What results do we need to accomplish?" This brings the attention to the outcome, not the method.

8. GIVE FEEDBACK SUPPORTIVELY:
  - Describe your observations based on actions, giving specific accounts, rather than generic praise or accusations.
  
9. TAKE PROBLEMS TO THE RIGHT SOURCE:
  - Gossip, talking behind people's backs, and clicks do not enhance teamwork. When you have a concern, take it to the team. This facilitates constructive communication. If your problem is with one individual, talk only to that person, privately and respectfully.
  
10. MAINTAIN A SENSE OF HUMOR:
  - Laughing WITH each other not only decreases the general stress of the office, but tends to bring the team closer together. Find ways to enjoy your workplace by bringing an element of fun into it.

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