



Working with Others: General

ESSENTIAL SKILLS TIP SHEET

Use these practical tips to help you improve your **working with others** skills:

Partner or Team

- ✓ Maintain open lines of communication with team members by freely sharing information.
- ✓ Exchange contact information with your colleagues and create a team contact list.
- ✓ Contribute to group decisions by stating your ideas and points of view.
- ✓ Make decisions co-operatively within the team.
- ✓ Contribute to the team by completing the tasks assigned to you on time.
- ✓ Get acquainted with new team members by introducing yourself and sharing an interesting fact about your job.
- ✓ Build a good rapport with your colleagues by participating in group activities (e.g. after work social events).
- ✓ Acknowledge and understand your own strengths and weaknesses.
- ✓ Acknowledge and use the skill strengths, ideas, and opinions of other team members.
- ✓ Encourage your team members to share ideas by asking questions and listening attentively.
- ✓ Always consider the feedback and advice given by other team members.
- ✓ Phrase your suggestions as questions (e.g. instead of saying "I think we should..." say "What about doing...").
- ✓ Let your colleagues know when they are doing a good job.
- ✓ Respect the feelings, views and values of other team members.
- ✓ Support and encourage fellow team members by helping those who need assistance.
- ✓ Do not avoid conflict. Address issues or problems when they happen.

Working Independently

- ✓ Set realistic daily/weekly goals and evaluate your success at the end of the day/week.
- ✓ Create a daily/weekly to-do list to help prioritize and organize your tasks.
- ✓ Divide large projects into smaller and more manageable tasks.
- ✓ Minimize interruptions by scheduling a specific time to work on a project/task.
- ✓ Manage your time carefully so that you have time to respond to unexpected requests.
- ✓ Regularly review the progress you have made in your work. Make adjustments to your to-do list or schedule if necessary.
- ✓ Write your daily/weekly accomplishments in a log and share them with your supervisor.
- ✓ Provide regular progress reports to your supervisor so that he/she is aware of the work you do.
- ✓ Take initiative by doing what needs to be done before being asked.
- ✓ Understand the big picture by asking colleagues how the work you do affects their work.
- ✓ Connect with people who share your interests by networking at seminars, joining associations and/or volunteering.
- ✓ Ask for help and/or advice when you have questions.