



# Working with Others: Partners or Team

## 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.