

## Teamwork and Work Habits – Activity 3

### Team Skills Self-Evaluation

Evaluating your team skills can help you identify your strengths and weaknesses as a team member. When you know what your weaknesses are, you can set goals to improve your team skills. When you know what your own strengths and those of your teammates are, you can function more efficiently as a team.

Rate each of the following statements as they relate to you in a group situation.

1. When I am working with a group, I make an effort to be supportive and encouraging to other team members, even if I don't agree with what they are saying.  
A. Very Often    B. Sometimes    C. Occasionally    D. Never
2. I listen closely to what others say, and I ask for clarification if I am not sure what they mean.  
A. Very Often    B. Sometimes    C. Occasionally    D. Never
3. When another member of the group is disruptive or puts down other members' suggestions, I call attention to his or her behavior and suggest a better approach.  
A. Very Often    B. Sometimes    C. Occasionally    D. Never

*Note that the preferred response would always be "A. Very Often."*

### Soft Skills @ Work

