

## Teamwork and Work Habits - Activity 5

### Rate Yourself As A Team Member

Whether the team (or class) is informal or formal, you will get more out of it if you participate actively. In addition to being prepared, active participation requires that you do the following:

- ◆ Pay attention. Use your listening skills to follow what's going on. In most situations, it is appropriate to take notes.
- ◆ Acknowledge what other people think and feel. Even if you disagree with them, you should not tear down the ideas of others.
- ◆ Be assertive. Speak up when you have something to say.
- ◆ Contribute your own ideas. Realize that what you think may have value for the group.
- ◆ Be courteous. Remember that groups are more productive when members cooperate with one another.

How well do you function as a member of your team or class? Think about the last few sessions you have attended, and then answer these questions:

1. What do you do, if anything, to prepare for meetings?
2. Do you take notes?
3. What do you do if you disagree with something that's said?
4. How frequently do you participate in class discussions?
5. Are you courteous to other group members?

### Soft Skills @ Work

