

**LESSON TITLE:** *Teamwork and Work Habits*

**INTRODUCTION:** Upon completion of this lesson, students will recognize and exhibit proper workplace behaviors. The objectives listed below should be met:

**OBJECTIVES:**

- Respect the rights of others
- Be a team worker
- Be cooperative
- Be assertive
- Display a customer service attitude
- Seek opportunities for continuous learning
- Demonstrate mannerly behavior
- Respect confidentiality

**MODULE OVERVIEW:**

This module concentrates on teamwork. It is vital that employees work as a team. It is important not only to their personal success and advancement, but also to that of their co-workers and to the company. The supervisor will look for these traits, and those workers who exhibit them will be rewarded.

Supervisors typically identify their expectations to their subordinates. The behaviors mentioned in this module may not be on the “list,” but you will be held accountable for displaying them. Behaviors are vague and not easily quantified, but the fact remains that they are crucial to success.

The absence of the behaviors addressed in the module will contribute to the demise of the employee. We must all strive to recognize the behaviors that lead to success and learn to display them.

**RESOURCES AND ACTIVITIES**

- Teamwork and Work Habits Lesson
- Teamwork and Work Habits Lesson1
- Teamwork and Work Habits Lesson 2

**Soft Skills @ Work**



- Teamwork and Work Habits Lesson 3
- Teamwork and Work Habits Lesson 4
- Teamwork and Work Habits Lesson 5
- Teamwork and Work Habits Lesson 6
- Teamwork and Work Habits Lesson 7
- Teamwork and Work Habits Lesson 8
- Teamwork and Work Habits Lesson 9
- Teamwork and Work Habits Lesson 10

## Soft Skills @ Work

