

Career SoftSkill Essentials™

Team Player

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Team Player

Section 1: Before You Begin

1. What work skills from this checklist do you have?

_____ I seek information and help from coworkers to achieve work task.

_____ I take direction from team leader and/or supervisor.

_____ I am sensitive to needs of others.

_____ I am courteous to coworkers.

_____ I help others when asked.

_____ I am willing to share leadership tasks.



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Section 1: Continued

2. Which of these skills would you like to improve or develop?

- Seeks information and help from coworkers to achieve work task.**
- Takes direction from team leader and/or supervisor.**
- Is sensitive to needs of others.**
- Is courteous to coworkers.**
- Helps others when asked.**
- Is willing to share leadership tasks.**



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Section 2: Information About Skills

- **Employers hire employees who are able to work together to achieve the company's goals.**
- **Employees have two types of work assignments. Some are to be done individually and others as part of the team.**
- **Team players accept the employer's goals as theirs.**
- **Teamwork requires cooperation among coworkers.**
- **Teamwork accomplishes the employer's goals.**



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**Seeks Information and Help from
Coworkers to Achieve Work Task**

This means that in the workplace:

- Understanding what is expected leads to your team's success. If you have questions about the team's expectations, you should ask for more information.**
- The successful completion of a team's job depends upon accepting the ideas of team members.**



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**Seeks Information and Help from
Coworkers to Achieve Work Task
continued**

- **The quality of the team's work improves when team members help each other.**
- **When you seek information and help when needed, you have an essential career soft skill.**



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Takes Directives from Team Leader and Supervisor

This means that in the workplace team players:

- **Respect the decisions of supervisors and work toward achieving objectives as a team.**
- **Listen before expressing opinions.**
- **Accept recommendations that relate to:**
 - **Completing a task as assigned by the team leader.**
 - **Keeping the project on time for completion.**
- **When you take directives from team leaders and/or supervisors, you have an essential career soft skill.**



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Sensitive to Needs of Others

This means that in the workplace:

- **Listening to the ideas of others respects coworkers and shows that it is important to hear their ideas.**
- **As a team member, you are expected do your part in completing the task so that others will not have to do your work.**
- **Let team members know you appreciate their efforts.**



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Sensitive to Needs of Others continued

- **Gossip is never acceptable because it hurts team work.**
- **When you are sensitive to the needs of others, you have an essential career soft skill.**



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Is Courteous to Coworkers

This means that in the workplace:

- **Polite language shows respect and is used at all times.**
- **When others are speaking, it is well-mannered to listen.**
- **It is helpful to give assistance to coworkers.**
- **When you are courteous to coworkers, you have an essential career soft skill.**



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Helps Others When Asked

This means that in the workplace:

- **Cooperation is critical to team work.**
- **Team members help each other without taking over the task.**
- **Each team member's work must be done even while helping others.**
- **Focus on your task until the team needs your help.**
- **When you help others, you have an essential career soft skill.**



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Willing to Share Leadership Tasks

This means that in the workplace:

- **Following and leading are equally important to the team. This is why you need to understand your role on the team.**
- **Leadership responsibilities are done by many members of the team.**
- **When you are willing to share leadership tasks, you have an essential career soft skill.**



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Section 3: Scenario/Case Study

Ross is a bricklayer on a construction team. He has more experience than his coworkers. Ross is very confident about his skills and gets his work done quickly.

The supervisor's job is to make sure that all sections of the brick wall match. He explained to everyone how he wants the wall to look.

Ross does the job his own way. Many times he has to redo his section because it does not match other sections of the wall.



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Section 3: Scenario/Case Study continued

Most days, Ross finishes his section of the wall before everyone else. Then he spends the rest of his day talking to his coworkers while they try to finish their work.

His supervisor asked him to help his coworkers when he had extra time. When he does help, he tells them how to do their work his way.



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Section 3: Scenario/Case Study continued

Ross notices his coworkers are angry with him. He does not know why they are so angry.

The problem is clear to the supervisor. Ross is not a good team member. The supervisor told Ross that unless he learns how to work with the team, he will have to find another job. Ross feels that is supervisor is being unfair.



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Section 4: Applying What You Know

1. What skills does Ross need to develop?

_____ Seeks information and help from coworkers to achieve work task.

_____ Takes direction from team leader and/or supervisor.

_____ Is sensitive to needs of others.

_____ Is courteous to coworkers.

_____ Helps others when asked.

_____ Is willing to share leadership tasks.



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Section 4: Applying What You Know

2. **What should Ross do to avoid being dismissed?**
3. **Using the Team Player checklist, what specific skills could Ross use to change the way he works?**



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Section 5: Skill Review

List at least three things you learned or skills you have improved from this module.

Congratulations, you have successfully completed the Team Player soft skill module.



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Section 5: Skill Review continued

Here are some ways to be a team player:

- Seek information and help from coworkers to achieve work task.**
- Take direction from leader and/or supervisor.**
- Be sensitive to needs of others.**
- Be courteous to coworkers.**
- Help others when asked.**
- Be willing to share leadership tasks.**