

10 Qualities of an Effective Team Player

1. Reliability:

- Gets work done
- Does his/her fair share
- Meets commitments
- Follows through consistently
- Can be counted on all the time

2. Communicates Constructively

- Speaks up and express thoughts and ideas clearly, directly, honestly
- Respects others for their ideas
- Makes all suggestions in a positive, confident and respectful manner

3. Listens Actively:

- Takes in, understands and considers ideas and points of view without arguing
- Receives criticism without reacting defensively
- Listens first, speaks second

4. Active participants

- Comes prepared for active participation in work
- Listens and speaks up with respect in discussions
- Doesn't sit passively on the sidelines

5. Shares openly and willingly

- Willing to share information, knowledge and experience.
- Takes initiative – doesn't always have to be told what to do.
- Keeps al team members in the loop with information and expertise that helps to get the job done.

6. Cooperates and pitches in to help

- Pitches in to help get things done
- Doesn't wait to be asked
- Figures out ways to work together to solve problems and get work done.

7. Exhibits flexibility

- Deal with change in a positive way
- Rolls with the punches
- Adapts to ever-changing situations
- Doesn't complain or whine or get stressed out because something new is happening.
- Able to compromise in order to get things done.
- Firm in thoughts yet open to what others have to offer.

8. Commitment to the Team

- Cares about work
- Cares about team
- Cares about the team's work.
- Shows up every day with this caring attitude.
- Gives good effort

9. Works as a problem-solver

- Willing to deal in a positive way with all kinds of problems
- Solution orientated
- Problem solvers
 - Not problem dwellers
 - Problem blamers
 - Problem avoiders

10. Treats others in a respectful and supportive manner

- a. Courteous
- b. Consideration
- c. Shows understanding
- d. Supportive of other team members to get job done.
- e. Sense of humor and ability to laugh
- f. Professional
- g. Care about the job to be done

Worksheet

Spend a few minutes thinking about these qualities, and jot down how YOU might demonstrate them. Share with the group.

Qualities of an effective team player:

1. I can impress my supervisor with my reliability by:

2. I can show constructive communication by:

3. I can listen attentively by:

4. I can be an active team member by:

5. I can share openly and willingly by:

6. I can cooperate and pitch in to help by:

7. I can demonstrate flexibility by:

8. I can show commitment to the team by:

9. I can work as a problem solver by:

10. I can treat others in a respectful and supportive manner by:

Ticket 1

Welcomed Working to Wellness Rehab skills group. After brief check in proceeded to summarize work ethic concepts from last session. Then began presentation, discussion, and processing of additional effective work qualities:

- Cooperation and pitching in to help
- Flexibility
- Commitment
- Being a problem solver
- Treating others in respectful and supportive manner

Individual Note:

Client actively participated in discussion and processing of their own experiences with the above work ethic qualities. Seemed to enjoy the class and discussion.

Plan:

- Continue presentation, discussion and processing of positive work skills to promote success at employment.