

Student name: \_\_\_\_\_ Date: \_\_\_\_\_

## Identify teams in relation to the workplace.

### Objectives:

- A. Describe the definition of “team.”
- B. Identify how a team benefits the organization.
- C. Identify how a team benefits the worker.
- D. Identify the characteristics of a team player.

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### MODULE 4K: INFORMATION SHEET

*TO THE STUDENT: Read and study this information sheet, then complete the activities at the end of this module.*

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#### **Introduction**

In this module you will analyze human relations in terms of working with the employer, employees as part of a team with the same general goal in mind. This information is not all-inclusive; it is intended to serve as a guide for basic teamwork in the workplace.

#### **What is a TEAM?**

The definition of team is a group on the same side, organized to work together.

There is a saying, “There is no “I” in TEAM”. What does that mean? When you are working together, it is not all about one person or all of the responsibility doesn’t rest on just one person. Teamwork means everyone involved puts in a shared effort to accomplish one goal. Everyone has his or her responsibilities to get the job done, but the team works together in harmony to accomplish it. This also includes helping each other out to get the job finished.

## Benefits of a TEAM

### The organization

The employee is looking for workers who can work together as a team. When there is a team effort happening many things start to fall into place for the organization. For example:

- Work gets completed on time
- Less errors
- More production
- Production flows smoothly
- Profits increase
- Customers are satisfied
- Business stays strong and consistent

### Harmony

Working as a team will produce harmony in the workplace. When listening to harmony in music, the sounds blend and flow together producing a pleasing sound. Harmony in the workplace is relatively the same. Employees blend and flow together while they work to produce the product.

### The worker

The worker benefits from working as a team in various ways. The workday will go much smoother if you know there are others there to help if you need it. It is all too important to have good relations with other employees.

As stated above that the organization will profit with teamwork that will lead the employee to a steady job that will hopefully show increase in pay as profits increase.

### Production

There will be a great increase in production if all employees work together. Jobs will be completed more efficiently and be completed on time the first time. Employees work together each having responsibilities to get the job done. If production is slowed in one area, team members should help to see that the work gets done.

### Characteristics of a team player

We have briefly touched upon some of the characteristics that a team player should have. Listed below are some, but there are many others.

- A. Willingness to help others
- B. Dependability
- C. Positive attitude toward work and others
- D. Ability to help others as needed
- E. Responsible
- F. Cooperation
- G. Organized
- H. Good attendance

#### Willingness to help others:

There are times that other employees may need help to get the job done. At some point you may need to help out in the production. Doing so without hesitation or dispute is an excellent characteristic.

#### Dependability:

There are many people depending on you and your work. The other employees on your team need you to hold up to your responsibilities. This will enable the work process to flow smoothly.

#### Positive attitude toward work and others

Positive attitudes are a must on any team. You never hear a professional sports start being interviewed saying negative things about their team. They always have positive comments and have the attitude that they can win. The same goes for teamwork on the job.

#### Ability to help others as needed

Keeping the job running smoothly often means pitching in and helping others get the job done. This could be if someone is running behind, out for the day, or needs help with an area. Whatever the case is, it is very important that you be willing to help others, you never know when it could be you who needs the help.

#### Responsible

Being responsible is a quality every team member should have. You need to be accountable for the portion of the job you were given. Without responsibility in your work, the team will fail.

#### Cooperation

Cooperation is a must whenever you need to work with others. It is a give and take situation. You need to cooperate with the employer and other employees as

well as they with you. You may not get along with someone in the workplace, but you need to react in a positive manner and cooperate to get the job done.

### Organized

Organization is very important when working with others. Without organization, things can be mistakenly done more than once or even missed all together. The team needs to be organized with a plan to complete the job. Communication will play an important role with staying organized on the job. Be sure that everyone involved knows and understands his or her part.

### Good attendance

As an employee, you have a responsibility to your company, your job, and the team of coworkers on the job. Attending work is critical to playing the game. The team depends on you being there on time every day. No matter how organized you are, how much people help each other out and how positive an attitude the other employers have, it is hard to complete work with one less person, therefore the job does not get completed as planned. You do not want to let your teammates down.

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**MODULE 4K: STUDENT ACTIVITIES**

*TO THE STUDENT:* After you have read and studied the information sheet above, complete the following activities.

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**Activity 1: True or False. Write T or F in the blank space.**

- \_\_\_\_\_ 1. There is no “I” in Team.
- \_\_\_\_\_ 2. One of the characteristics of a team player listed above is to always dress professionally on the job.
- \_\_\_\_\_ 3. Good attendance is a quality of a team player.
- \_\_\_\_\_ 4. Part of being organized is having good communication.
- \_\_\_\_\_ 5. The definition of a team is a group on opposite sides working against each other with different goals in mind.
- \_\_\_\_\_ 6. Being organized will have nothing to do with an increase in profits.
- \_\_\_\_\_ 7. Harmony in the workplace is similar to musical harmony that it creates a sense of blending and flowing together.
- \_\_\_\_\_ 8. It doesn’t matter if you are not at work every day, other employees will have a positive attitude and pick up the work that you are missing.
- \_\_\_\_\_ 9. Working as a team will help your business grow strong and consistent.
- \_\_\_\_\_ 10. It does not matter if one person doesn’t cooperate with the others when working as a team. As long as there are two other people working together the job will get done.

**Activity 2: Match the term with the definition.**

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|--------------------------|--|
| _____ 1. Responsible     | A. As in music, flows together         |
| _____ 2. Cooperation     | B. Group on the same side              |
| _____ 3. Team            | C. Being accountable                   |
| _____ 4. Dependability   | D. Being at work and on time every day |
| _____ 5. Good attendance | E. A give and take situation           |
| _____ 6. Harmony         | F. Holding up to your responsibilities |

**Activity 3: Answer the following questions in your own words. Use complete sentences.**

1. Explain what the phrase “There is no I in TEAM” means.
  
  
  
  
  
  
  
  
  
  
2. In your job now, how do you see teamwork taking place?

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**MODULE 4K: STANDARDS ADDRESSED IN THIS MODULE**

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**Pennsylvania's Academic Standards for Career Education and Work****13.2.11. Career Acquisition (Getting a Job)**

- E. Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge, such as, but not limited to:
- Commitment
  - Communication
  - Dependability
  - Health/safety
  - Laws and regulations (i.e. Child Labor Law, Fair Labor Standards Act, OSHA, Material Safety Data Sheets)
  - Personal initiative
  - Scheduling/time management
  - Team building
  - Technical literacy
  - Technology

**13.3.11. Career Retention and Advancement**

- B. Evaluate team member roles to describe and illustrate active listening techniques:
- Clarifying
  - Encouraging
  - Reflecting
  - Restating
  - Summarizing

**Pennsylvania's Academic Standards for Reading, Writing, Speaking and Listening (RWSL)****1.1.11. Learning to Read Independently**

- E. Establish a reading vocabulary by identifying and correctly using new words acquired through the study of their relationships to other words. Use a dictionary or related reference.