

JOB TITLE:

TEAM PLAYER

JOB PURPOSE:

BUILDS A POSITIVE, PRODUCTIVE WORK TEAM

by

exchanging points of view; developing a complementary way of working together; striving for mutual success; keeping focused on goals; listening attentively to problems, issues, and concerns; examining realities; staying “grounded”; remembering to say “thank you for helping me.”

1. ESTABLISHES COMMON WORK OBJECTIVES

by

meeting and getting to know other team members; asking questions about goals and methods; learning what is expected of team members; seeking clarity about the team’s basic mission; supporting each team member’s strengths and weaknesses; finding creative ways to build on each other’s strengths; striving for team success; keeping focused on organization goals.

2. PROMOTES TEAM GROWTH AND DEVELOPMENT

by

ensuring efficient solution of business problems; helping the team establish long-range goals and short-term objectives; maintaining a participatory decision-making climate; bringing out diverse ideas; challenging assumptions; remaining factual, flexible, encouraging, and candid.

3. GIVES PERSONAL RESPECT

by

understanding goals and attitudes; discussing faults, imperfections, irritating behaviors, and mistakes; accepting individuality and differences; admitting errors; finding ways to minimize judgment errors; listening sincerely; telling the truth; remaining loyal; maintaining confidences.

4. MINIMIZES CONFLICTS

by

pressing for an honest discussion of differences; promoting cooperation by all team members; offering reasons why one side or the other is correct; seeing differences as a basis for a possible change in team direction; trying to break tension with a supportive or humorous remark.

5. PREVENTS TEAM FROM GOING IN THE WRONG DIRECTION

by

pushing for increased emphasis on listening, feedback, and participation; asking tough questions; providing solid data; pressing for candid discussions of team problems; working hard to provide more and better information; suggesting that the team revisit its basic mission.

6. SUPPORTS TEAM DECISION MAKING

by

keeping focused on the team's mission and goals; supporting consensus-building and an open and candid assessment of the issues; keeping team members focused on the weight of the evidence rather than personalities and individual preferences.

7. CONTRIBUTES TO TEAM

by

welcoming different and new personal dimensions; remembering to say "thank you for helping me with my contributions to the team"; never giving up.

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