

## 28. Teamwork – An Essential Element of Professionalism

**JUST THE FACTS:** Part of understanding professionalism is figuring out how each of our individual actions impacts the actions and work of others. This activity is designed to give participants a quick way to rate themselves and their own professional actions. It also gives them the opportunity to reflect on the positive behaviors they demonstrate, and to how these behaviors impact others.



### Time

20 minutes



### Materials

- Activity 28 (one for each participant)



### Directions

Using Activity 28, participants will rate themselves on workplace behaviors that are typically thought of as “professional” in the workplace. Participants should be encouraged to be honest, as this paper can be kept 100% confidential. The purpose of this activity is to generate discussion and thought related to the workplace soft skills often sought by employers.



### Conclusion

Ask the group to share the skill of which they feel the most proud. Without asking who wanted to improve, discuss some of the strategies people could use if they wanted to improve a few of these skills (select two or three). Ask the group if there are any additional skills missing from this list. What are they?



### Journaling Activity

Do you think that the strengths and weaknesses you recognize in yourself are the same as those that others recognize in you? Why or why not? How do you think your behavior impacts those around you?

## Activity 28. Teamwork – An Essential Element of Professionalism

Here are some quick tips to being a good employee...and a good team player. Determine which of your skills are “on target” and which might need some improvement by choosing “Always,” “Sometimes,” or “Never.”

1. I get to work on time. If I am going to be late, I call and let my boss know.  
[Always • Sometimes • Never]
2. I rarely miss work. If I am going to miss work, I let my boss know ahead of time (or call if I am sick).  
[Always • Sometimes • Never]
3. I work as hard as I can.  
[Always • Sometimes • Never]
4. I pay close attention to my work.  
[Always • Sometimes • Never]
5. I do my work as I am told. If I am unable to do something or have questions, I ask my supervisor or co-workers.  
[Always • Sometimes • Never]
6. I am friendly on the job.  
[Always • Sometimes • Never]
7. I try to solve problems that come up.  
[Always • Sometimes • Never]
8. I follow safety and company rules.  
[Always • Sometimes • Never]
9. I use materials and equipment properly.  
[Always • Sometimes • Never]
10. I behave professionally.  
[Always • Sometimes • Never]

NOW, ANSWER THE FOLLOWING QUESTIONS:

Based on the descriptions above, I am most proud of my ability to:

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One area I'd like to improve is:

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Some strategies I might use as I work to improve this skill is?

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