

10 WAYS TO Work in a Team

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POCKET READERS

10 WAYS TO - Series Overview

The 10 WAYS TO series provides advice, skills, and strategies to the readers for successfully negotiating different aspects of life. Each book suggests 10 clear, useful ways to the reader. The reader is encouraged to critically reflect on the reading material and their own lives in order to make any changes that would benefit them. The series includes the following.

- 10 ways to achieve work-life balance
- 10 ways to be more productive
- 10 ways to manage money
- 10 ways to be successful in love
- 10 ways to be assertive
- 10 ways to be smart online
- 10 ways to be environmentally friendly
- 10 ways to be healthy
- 10 ways to work in a team
- 10 ways to organize a trip

More titles will appear in the series at a later date.

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Introduction

In nature, many kinds of animals work together. For example, ants show each other where to find food. They help to bring the food home. Some animals hunt together. They kill faster animals by attacking from many directions. When these animals *cooperate*, their job becomes easier. People also cooperate all the time. Working in a team is an important skill that everyone should learn. Everyone can learn a lot when they work as part of a team. People are all different. We all have different things we are good at. We all have different skills we can offer a team. This means we can help each other by being part of a big project.

However, working in a team can be very difficult. People are different. And, we all think and act differently. This can cause problems when we try to work together. We all want people to listen to our ideas. So, sometimes, we can keep speaking without listening to others. Sometimes our *pride* makes us feel better than others. But, in a good team we should all feel the same. We should feel that we are all important.

Now, stop and think about the times you have worked in a team. Did you feel happy to work together with others? Was it easy, or was it difficult? Why? A good team works well together. They cooperate, and each team member feels happy. Here are ten ways to help you work better in a team:

1. Know your *strengths*

Everyone is different. We all have strengths – something we are good at doing. For example, some people have good computer skills. Some people can do math quickly. Some people are good at speaking to a large group of people. The first step to becoming a good member of a team is to understand yourself. You should know your strengths. And, you should know which skills you are not so good at. You should tell your team about your strengths. This way, the team will know what kind of jobs you can do easily. Imagine that your team is working on a project. They need to decide which member should do which job. If a job matches your

strengths, you should offer to work on that job.

You should also learn about the other members in the team. You should learn their strengths. If you ever have a problem, you will know which member to ask for help. Each member of your team can give you some good advice. They can help you **solve** problems quickly.

2. Ask for *feedback*

Maybe, you are a new member of a team. Maybe, you have been a member of your team for a long time. You can be a new member or an old member. But, everyone should always listen to feedback. Listening to feedback is the best way to continue getting better at your job. People in your team, your team *leader*, your customers, or your teachers can give you good advice. You should always listen and try to improve.

Feedback can prevent *blind spots*. Feedback helps you see and understand a problem. Sometimes, you may not even know there is a problem. If we learn about the problem,

we can start to solve it. We can find an answer or improve it. Sometimes, we may have a bad habit, but we do not know it is bad. And sometimes, our pride stops us from listening to good advice. But, if you listen to feedback, it will always help you to improve yourself. Also, if people know that you listen to feedback, they will **trust** you more. And, they will always tell you if there is a problem. This is because they know that you will listen. This kind of **rapport** is very important in any team. You should build rapport, because it will help you solve problems in the future.

Reflection Questions

1. Can you remember the 10 ways to work in a team? Test yourself. If you forget any, go back, and read them again.
2. Do you do any of the 10 ways when you work in a team? If so, which ones do you do?
3. How could you use any of the 10 ways to work better in a team? Do these ways only work with team members, or with friends and family as well?
4. What do you think you will do differently when you work in a team after reading this book?
5. Can you think of other ways to work well in a team?

Vocabulary in Context

1. Cooperate

- When these animals **cooperate**, their job becomes easier.
- John and Lisa **cooperated** to finish the job more quickly.
- They are always arguing. I wish there was more **cooperation** between them.

2. Pride

- Sometimes our **pride** makes us feel better than others.
- He is the fastest runner on the team, so he is always full of **pride**.
- If you are the leader, don't let your **pride** stop you from respecting your team.

3. Strength(s)

- We all have **strengths** – something we are good at doing.
- His **strength** is math. But, he is not good at history.
- Sarah's **strength** in science made her want to become a doctor.

Vocabulary List

Cooperate:	(Verb) to work together with other people; Cooperation (noun) is team work.
Pride:	(Noun) a feeling of value for yourself.
Strength(s):	(Noun) a talent or ability; a strong understanding of some area of information.
Solve:	(Verb) to find the answer to a problem; Solution (noun) the answer to a difficult question, or the way to find an answer to a problem.
Feedback:	(Noun) information that you receive from other people after you have done something. The information tells you how well you did.
Leader:	(Noun) the person who makes the decisions in a team; for example, a principal of a school, or a captain on a sports team.
Blind spot(s):	(Noun) an area that you cannot see; an area that is hidden; an action or habit that causes problems that we do not notice.
Trust:	(Verb/Noun) to believe someone, to think that a person will do what they say; the feeling that you can believe a person, or they will keep a promise.
Rapport:	(Noun) good communication; a strong connection to another person.
Argue:	(Verb) showing that you agree or disagree with someone's ideas in an unkind way; to fight by using words.