



women **WORKING**
IN TECHNOLOGY

CONNECT, EDUCATE, & INSPIRE
CENTER FOR INFORMATION & COMMUNICATION SCIENCES
BALL STATE UNIVERSITY

Teamwork Best Practices: Developed with
leadership from
Emily Real and Megan Schillereff

Top 10 Best Practices

1. Good communication
2. Micromanaging is not effective on any side
3. Management leading through example/providing support
4. Create a safe space/ have empathy and sympathy
5. Checking in with each other
6. Assume the best
7. Be flexible
8. Know your value
9. Help each other communicate clearly and be concise

10. DISC assessment to learn more about management and employees

11. Celebrate and give people credit

12. Cross-team education and always seeking to learn more about other teams you
work with