

Teamwork Skill Builder

What does a good teammate look like?

> Reliable

- Shows up on time
- Takes accountability for mistakes
- Calls when they know they can't make it to work
- Stays focused

> Adapts

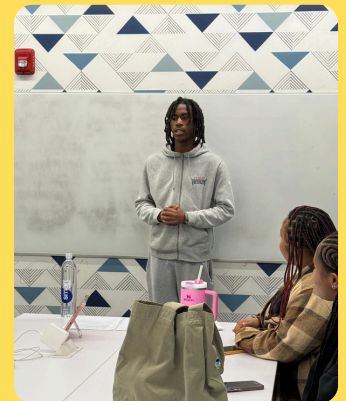
- Embraces shifting priorities
- Has a growth mindset
- Learns new skills
- Solves problems instead of creating them

> Communicates

- Communicates respectfully
- Is an active listener
- Accepts feedback
- Responds to texts, calls, and emails from supervisors

> Collaborates

- Celebrates others' contributions
- Respects diverse perspectives
- Willingly steps in to help a struggling colleague



Teamwork Is:

- Respecting differences
- Communicating honestly
- Supporting the mission
- Knowing when to lead & when to listen
- Working through challenges together

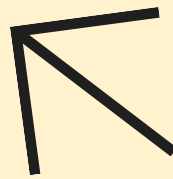
Why Teamwork Matters:

Most jobs are team jobs. Even if you work independently, you still have to communicate, solve problems, and work with other people. Employers consistently rank teamwork as one of the top skills they look for when hiring and promoting workers.

Strong teamwork skills help you:

- Build trust with coworkers
- Handle conflict professionally
- Learn faster on the job
- Become a dependable employee
- Open doors to leadership opportunities

Being a good teammate does not mean being perfect. It means showing up, communicating, and working toward a shared goal.



Teamwork Is NOT:

- Always agreeing
- Being everyone's friend
- Doing all the work yourself
- Staying silent when something is wrong

QUICK TIPS FOR SUCCESS

Before You React:

Ask yourself:

- “Will this help the situation?”
- “How would I want someone to speak to me?”
- “What’s the professional response here?”



Hand2HeartDC

