

# “The Spirit of Teamwork”

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# Teamwork

Teamwork is the concept of people working together harmony, as in a team.

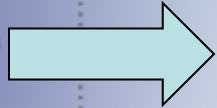
## Team Player

In order to work successfully within a team it is important to be, or become, a team player. A team player works well with other people on the job. Employers like it when their employees get along well and still get the job done. Good Team Players are willing to compromise, think of ways to solve problems and not demand that their ideas are used.

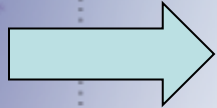


# Skills needed for Teamwork

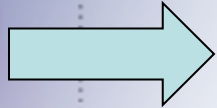
Aside from any required technical proficiency, a wide variety of social skills are desirable for successful teamwork, including:



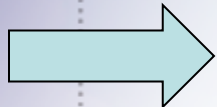
**Listening-** it is important to listen to other people's ideas. When people are allowed to freely express their ideas this will create new ideas as well.



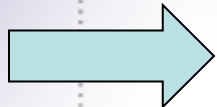
**Questioning-** it is important to ask questions, interact, and discuss the objectives of the team.



**Persuading-** individuals are encouraged to exchange, defend and then to ultimately rethink their ideas.



**Respecting-** it is important to treat others with respect and to support their ideas.



**Helping-** it is crucial to help one's coworkers, which is the general theme of teamwork

# Skills needed for Teamwork



**Sharing**-it is important to share with the team to create an environment of teamwork.



**Participating**- all members of the team are encouraged to participate.

## Team Roles

**Coordinator**- chairperson- this person will have a clear view of the teams objectives and will be skilled at inviting the contribution of team members in achieving, rather than just pushing his or her own view.

**Shaper**-the shaper is full of drive to make things happen and get things going. They also look for patterns in discussions and tries to pull things together into something feasible which the team can get to work on.



# Team Roles

**Plant**-this member is the one who is most likely to come out with original ideas and challenge traditional ways of thinking about things. The Plants strength is in providing major new insights and ideas for changes in direction and not in contributing to the details of what needs to be done.

**Resource investigator**- the resource investigator is the group member with the strongest contacts, networks and is excellent at bringing in information and support from the outside.

**Implementer**- this individual who is a company worker is well organized and effective at turning big ideas into manageable tasks and plans that can be achieved.

**Team worker**- the team worker is the one who is most aware of the others in the team, their needs and their concerns. Team workers are particularly important when the team is experiencing a stressful or difficult period.



# Team Roles

**Completer**-the completer is the one that drives the deadlines and makes sure they are achieved. They are effective in checking the details.

**Monitor evaluator**- this person keeps an eye on options and can judge situations accurately.

**Specialists**- this person provides special skills and knowledge. They have a dedicated and single minded approach.

## Winning as a Team

**If you are too busy to help those around you succeed, you are too busy.**

**There is no limit to what you can do if you don't care who gets the credit.**

**The greatest good we can do for others is not to share our riches but to reveal theirs.**



# Management Magic

**Put goals in writing. If you can't put goals on a sheet of paper...you probably can't do it.**

**Hire people smarter than you...this shows you are smarter than they are.**

**A goal without a deadline is not really a goal... it's wish.**