
Team Work and Collaboration

Definition

Must be able to work co-operatively with other individuals and makes valued contributions to the outputs of others in order to assist own team or project to achieve the required outputs.

Key Words: Team Membership; Meets Obligations; Group Participation.

Behavioral Indicators:

1. Co-operates with team members to resolve problems and achieve goals.
 2. Participates in the development of team goals and plans.
 3. Supports team members by encouraging participation and listening to other's ideas.
 4. Acknowledges other's skills, experience, knowledge, creativity and contributions.
 5. Keeps team members abreast of individual progress.
 6. Shares information.
 7. Addresses conflicts within the group without the help from the team leader.
 8. Makes contributions that are valued by team members.
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PROFICIENCY LEVELS: Teamwork and Collaboration

LEVEL I

- Does what is required of a team member.
- Works well in teams comprising members of one's own work unit or discipline.
- Supports teams who provide information and contributions deemed to be important by oneself.
- Provides team members with information when requested or as the need arises.

LEVEL II

- Can be relied upon to make contributions of value to the team.
- Is viewed as a valued team member.
- Maintains or enhances self-esteem of others in all communications with team members.
- Shares all relevant or useful information with other team members.
- Recognizes and manages the individual social styles of the team members.

LEVEL III

- Actively supports and contribute to the efforts of other team members.
 - Is flexible and can work with a wide variety of different people on different tasks.
 - Creates a team spirit by speaking positively of others.
 - Shares all relevant information and passes on additional information that may be important to other team members.
 - Encourages other team members to participate and facilitates when appropriate.
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