



TEAMWORK

TOGETHER WE ACHIEVE MORE.

Great teamwork helps everyone succeed. By working well with others, sharing ideas and supporting each other, we can achieve more together. ❤️

TEAMWORK



TEAMWORK CHECKLIST

- ☒ Communicate clearly
- ☒ Listen to others
- ☒ Be respectful
- ☒ Support your team
- ☒ Share ideas
- ☒ Work towards goals



KEYS TO GREAT TEAMWORK



Communicate clearly
Share your ideas and listen to others.



Listen actively
Pay attention and show you value others' opinions.



Be respectful
Treat everyone with kindness and respect.



Support each other
Encourage your teammates and celebrate success.



Share ideas
Everyone's ideas matter and can help the team grow.



Work towards goals
Stay focused and do your part to reach team goals.

THE BENEFITS OF TEAMWORK



Achieve more
Working together helps us achieve bigger goals.



Build strong relationships
Teamwork builds trust and strong connections.



Improve skills
Learn from others and develop new skills.



Solve problems
Different ideas help us find better solutions.



Boost motivation
A positive team keeps everyone motivated.



Create a positive environment
Good teamwork creates a happy and supportive space.

TOP TIPS FOR WORKING WELL IN A TEAM

- 1 Communicate openly**
Share your thoughts and keep everyone informed.
- 2 Be a good listener**
Listen without interrupting and value others' ideas.
- 3 Be reliable**
Do what you say you will do and meet deadlines.
- 4 Stay positive**
Keep a positive attitude and encourage others.
- 5 Respect differences**
Celebrate diversity and value everyone's unique strengths.
- 6 Give and accept feedback**
Provide helpful feedback and be open to receiving it.
- 7 Resolve conflicts**
Address issues calmly and find solutions together.
- 8 Celebrate success**
Recognise achievements and celebrate as a team.

TEAM ROLES EXAMPLES

- Leader** – Guides and motivates the team.
- Communicator** – Shares information clearly.
- Organiser** – Plans and keeps the team on track.
- Problem Solver** – Finds solutions to challenges.
- Supporter** – Encourages and helps team members.
- Creative Thinker** – Brings new ideas to the table.

HOW TO SUPPORT YOUR TEAM

- ☒ Offer help when needed
- ☒ Encourage and motivate
- ☒ Share your knowledge
- ☒ Be patient and understanding
- ☒ Celebrate small wins
- ☒ Show appreciation
- ☒ Be there for each other

THINGS TO AVOID

- ☒ Interrupting others
- ☒ Taking over
- ☒ Blaming others
- ☒ Ignoring team members
- ☒ Negative attitudes
- ☒ Not doing your part
- ☒ Gossiping or complaining

TEAMWORK CHECKLIST

- ☐ I communicate clearly with my team
- ☐ I listen to others and value their ideas
- ☐ I respect my teammates
- ☐ I support and encourage others
- ☐ I share ideas and contribute
- ☐ I do my part to reach team goals
- ☐ I give and accept feedback
- ☐ I help create a positive team environment



DOWNLOAD THIS RESOURCE

Use these teamwork tips to build stronger relationships and achieve great results together.



TOP TIP

Remember: A team is not a group of people who work together. A team is a group of people who trust each other. ❤️