

Chapter 5

Section 5.1

Teamwork Skills

Section 5.2

Leadership Skills

Chapter 5 Teamwork and Leadership Skills

What is Teamwork?

- **Teamwork** involves working with others to achieve a common goal.
- Teamwork is a skill that is a key to success in families, schools, workplaces, and communities.



Vocabulary

teamwork

Working with others to achieve a common goal

What is Teamwork?

- Combining individual strengths in a team enhances the results.



What are some other communication challenges that you face every day?

Chapter 5 Teamwork and Leadership Skills

Characteristics of Team Players

- **Cooperation** is associating with others for mutual benefit.
- Cooperative team members coordinate their efforts.



Vocabulary

cooperation

Associating with others for mutual benefit.

Chapter 5 Teamwork and Leadership Skills

Characteristics of Team Players

- Members of a team take on different roles to achieve their goal.
- Team members use different skills to contribute to the team's success.



How Teamwork Works

- Leaders need dependable followers.
- Team members trust, support, and rely on one another.
- Teams work best when each member knows what is expected of him or her.

How Teamwork Works

- Teams work best when each member knows what is expected of him or her.
- Team members should take on tasks that are best suited to their abilities.



What are the advantages of involving the whole team in decision making?

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How Teamwork Works

- Group decisions can be reached by **majority rule**; **compromise**, or **consensus**.



Vocabulary

majority rule

A democratic process in which decisions are made by voting.



Vocabulary

compromise

A settlement of differences in which each side makes concessions.



Vocabulary

consensus

An agreement by the entire group in which everyone's ideas are taken into account.

How Teamwork Works

- **Parliamentary procedure**, a set of rules for conducting meetings, is a democratic method that ensures the rights of everyone.



Vocabulary

parliamentary procedure

Rules for conducting meetings in an orderly way.

How Teamwork Works

- Avoid **groupthink**, a faulty decision making process caused by a strong desire for group agreement.



Vocabulary

groupthink

A faulty decision-making process caused by a strong desire for group agreement.



Chapter 5 Teamwork and Leadership Skills

Effective Leadership

- Good leadership provides the direction and motivation that helps a team achieve its goals.



Chapter 5 Teamwork and Leadership Skills

Effective Leadership

- Every team needs a leader.
- A **role model** is a person who sets an example for others.
- Good leaders communicate clearly, motivate others, manage well, **delegate**, make decisions, and solve problems.



role model

A person who sets an example for others.



delegate

Assign tasks to other team members.

Chapter 5 Teamwork and Leadership Skills

Effective Leadership

- Qualities of good leadership include dependability, enthusiasm, and honesty.
- Good leaders keep promises, respect themselves and others, and work toward a common goal.



Leadership Skills

- **Leadership style** refers to a leader's pattern of behavior when directing a team.



Vocabulary

leadership style

A leader's pattern of behavior when directing a team.



Leadership Skills

- **Autocratic leaders** take control and run the show alone.
- **Democratic leaders** make decisions with the group.
- **Integrated leaders** focus on helping individual team members form good working relationships.
- **Laissez-faire leaders** take a “hands-off” approach.

Resolving Group Conflict

- Leaders solve conflicts.
- They can also prevent some conflicts from escalating.
- Leaders can resolve conflict by focusing on others' ideas, giving credit to others, finding alternatives, maintaining a positive attitude, and by staying focused on team goals.

Chapter Summary

Section 5.1

Teamwork Skills

- Teamwork skills are valuable throughout life and have a variety of benefits.
- By cooperating, team players can accomplish more than they can as individuals.
- The different roles that team members play can help or hinder the team's success.

Chapter Summary

Section 5.1

Teamwork Skills

- Sometimes groups work well together but make poor decisions.
- Teams must find ways to divide their tasks fairly and make effective group decisions.

Chapter Summary

Section 5.2

Leadership Skills

- Effective leaders usually have specific skills and qualities, and they practice ethical leadership.
- Different leadership styles can be useful depending on the situation.

Chapter Summary

Section 5.2

Leadership Skills

- There are four common leadership styles many leaders use.
- Most groups face conflicts that they must work to resolve.
- Good leaders encourage team members to find solutions and maintain good relationships.