Chapter 5

Section 5.1
Teamwork Skills

Section 5.2 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.



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?

Characteristics of Team Players

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



cooperation

Associating with others for mutual benefit.

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?

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.



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.



groupthink

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



Effective Leadership

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



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.

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.



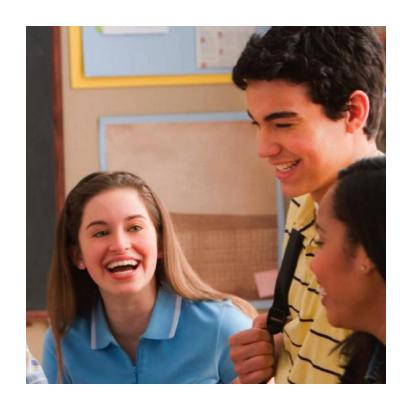
Leadership Skills

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



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.