effective teamwork

the willingness of a group of people to work together in an **efficient** *manner to achieve a common aim*

A team environment is one in which brainstorming, collaboration and joint projects are the norms. This type of dynamic can be beneficial and rewarding if *everyone communicates well and pulls their weight*. Working effectively in a team environment requires tact, patience, and a willingness to work in concert with your colleagues.

Get Into the Right Mindset

When you work independently, you typically set your schedule, tackle projects in a manner that suits your preferences, and are solely responsible for outcomes. In a team environment, ideas are shared, workloads divided, and group consensus is required to act effectively when determining project scope and direction. Understanding and committing to this group dynamic puts you in the right frame of mind for a teamwork environment.

Agree to Agree

Teams are expected to produce results, so team members must all be on the same page when it comes to common goals and objectives. Effective approaches involve an identified project, an agreed-upon agenda of work, and a division of labor.

Be Respectful of Each Other

You're never going to agree with everyone in a team environment. However, it's important to be respectful of others' opinions and to recognize that in a group, there is not one single right way to approach a project. Raise legitimate questions or concerns, but don't belittle colleagues or call them out for what you consider to be bad ideas. It's majority rule in most team environments, so chances are if an idea is off base, others in the group will speak up as well.

Don't Be a Slacker

Even when specific roles and responsibilities are assigned to team members, there's going to be some overlap. Someone will work a little more and someone will work a little less than the others. While you shouldn't jump in to pick up every dropped ball on a project, make an effort to contribute at 100 percent, meet deadlines, and be willing to lend a hand to advance the team's initiatives when needed.

Don't Gossip About Others

Gossiping about team members only leads to a sense of distrust, which can potentially derail the good work you're trying to accomplish. If you have a problem with a team member, discuss it privately or involve your team leader. Don't segregate into smaller groups within the team. This action only fragments efforts and creates an uncomfortable and unproductive working environment.

Recognize the Contributions of Others

There's no "I" in team, but that doesn't mean members don't like to be singled out for their positive efforts and contributions. Acknowledge the work of others and express your appreciation for their creativity and insight. It infuses the team with enthusiasm and creates a sense of camaraderie that is valuable as you work collectively as a unit.

An environment of teamwork has the potential to produce exceptional results, as well as provide dynamic and interesting work experiences. Approach this type of opportunity with tact, diplomacy and professionalism to ensure optimal results.

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