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## GUIDED NOTES ANSWER GUIDE

### TEAMWORK

**Directions:** Complete these notes as you watch the MyCareerTech “Teamwork” video.

#### Introduction

1. Soft skills are personality-specific traits and can be used to describe your approach to life, work, and relationships.
2. Teamwork can be defined as working together for the good of the group, with a common goal of achieving specific objectives.

#### Team Player Qualities

3. A team player is a person who works well as a member of a group.

#### Active Listening

4. Individuals with strong active listening skills are present in the conversation and make good eye contact.
5. By actively listening, you’re not only hearing what is being said, you’re also showing empathy towards that person by taking interest in the conversation.
6. Start by picking one conversation a day and follow these five strategies:
  - Consider your body language
  - Limit distractions
  - Truly listen to what’s being said
  - Take notes
  - Wait for pauses to speak

#### Integrity

7. When someone is perceived as having integrity, they are considered honest and truthful.
8. Steps to make yourself a person of integrity:
  - Tell the truth
  - Respect your teammates
  - Be committed to the team
  - Share in the success
  - Be accountable and reliable

#### Self-awareness

9. Self-awareness is the recognition of one’s own personality or individuality, as well as the knowledge of how others see you.
10. It’s knowing your own strengths and weaknesses, and your own emotions and reactions.

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## TEAMWORK WORKSHEET – ANSWER GUIDE

11. Ways to improve Self-awareness:

Meditate

Write down your key plans and priorities

Take personality tests

Ask trusted friends

Get regular feedback

### Enhancing Teamwork Skills

12. Take the time to observe various teams across the world or in your community.

13. While observing can be very valuable, the best possible way to understand Teamwork is to participate.

14. What are some ways you could participate in a team?

Apply for a job, Join a club/organization, Participate in sports

### Importance of Teamwork and Being a Team Player

15. An individual with excellent teamwork skills is an attractive candidate.

16. The ability to work well with others shows high emotional intelligence.

### Reflection

17. How can teamwork benefit individuals, organizations, and businesses?

Student Free Response

18. Think about a situation where you had to work as part of a team. How did you impact the team's performance and overall success?

Student Free Response