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GUIDED NOTES

TEAMWORK

Directions: Complete these notes as you watch the MyCareerTech "Teamwork" video.

Introduction

1. _____ are personality-specific traits and can be used to describe your approach to life, work, and relationships.
2. _____ 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 _____ player is a person who works well as a member of a group.

Active Listening

4. Individuals with strong _____ 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 _____ in the conversation.
6. Start by picking one conversation a day and follow these five strategies:
 - Consider your _____ language
 - Limit _____
 - Truly _____ to what's being said
 - Take _____
 - Wait for _____ to speak

Integrity

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

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Self-awareness

9. Self-_____ 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 _____ and weaknesses, and your own emotions and reactions.
11. Ways to improve Self-awareness:

_____ Write down your key _____ and priorities

Take _____ tests

Ask trusted _____

Get regular _____

Enhancing Teamwork Skills

12. Take the time to _____ 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 _____.
14. What are some ways you could participate in a team?

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Importance of Teamwork and Being a Team Player

15. An individual with excellent teamwork skills is an _____ candidate.
16. The ability to work well with others shows high _____ intelligence.

Reflection

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

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?