



## TEAMWORK

### 1. Collaboration & Support

- Do I actively collaborate with my colleagues to achieve team goals?
- Have I offered assistance or support to teammates when needed, ensuring the overall success of the team?
- Do I value and encourage input from all team members, regardless of their role or seniority?

### 2. Communication & Transparency

- Do I communicate openly and clearly with my team about tasks, challenges, and progress?
- Have I kept my colleagues informed of any changes or updates that may affect them or the team's work?
- Am I actively listening to others during team discussions and considering their viewpoints?

### 3. Flexibility & Adaptability

- Do I adapt to changes in team priorities, strategies, or approaches to ensure success?
- Have I remained flexible when working with different team members or taking on tasks outside of my usual responsibilities?
- Am I open to new ideas and willing to adjust my approach to benefit the team?

### 4. Conflict Resolution & Cooperation

- Do I address conflicts or disagreements within the team professionally and constructively?
- Have I worked collaboratively with others to resolve differences and ensure team harmony?
- Do I strive to create an environment of respect and cooperation, even when there are differing opinions?

### 5. Shared Responsibility

- Am I equally committed to contributing to the success of the team, and taking on shared responsibilities?
- Do I ensure that I complete my assigned tasks on time to avoid impacting the team's overall performance?
- Have I communicated any challenges that may hinder my ability to fulfil team responsibilities?

### 6. Recognition & Appreciation

- Do I acknowledge and celebrate the contributions and achievements of my team members?
- Have I taken the time to offer positive feedback or appreciation to colleagues who have helped me or contributed to team success?
- Do I contribute to an environment where everyone feels valued and recognised for their efforts?

### 7. Trust & Accountability

- Do I trust my team members to perform their roles and deliver results?
- Have I held myself accountable for meeting my commitments and upholding the team's standards?
- Am I transparent and reliable in my interactions with team members, fostering a strong sense of trust?

### 8. Inclusivity & Equal Participation

- Do I actively encourage the participation of all team members, making sure everyone has an opportunity to contribute?
- Have I created an inclusive atmosphere where diverse perspectives are valued and respected?
- Do I avoid dominating conversations and allow others to share their thoughts and ideas?

### 9. Commitment to Team Goals

- Am I focused on achieving the team's goals and objectives, not just my individual tasks?
- Have I contributed to the development of team strategies or plans to ensure we are aligned with overall objectives?
- Do I celebrate team successes and acknowledge the collective efforts of everyone involved?

### 10. Positive Attitude & Morale

- Do I maintain a positive attitude that motivates and encourages others, even during challenging times?
- Have I contributed to a supportive and energetic team culture that fosters collaboration and success?
- Am I mindful of my behaviour, ensuring it contributes to a positive and productive team environment?

