

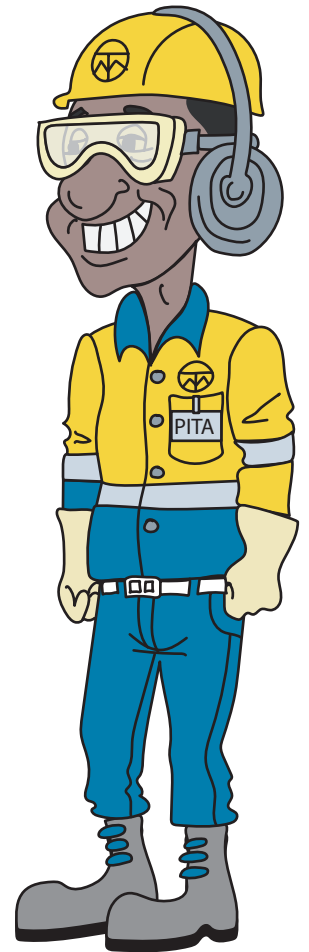
# TEAMWORK

Our goals are common, our successes shared



## DO...

- ✓ Involve the team in setting goals and plans
- ✓ Share information within and without team
- ✓ Seek views of others
- ✓ Recognize individual and team contributions
- ✓ Define clear roles and responsibilities
- ✓ Being clear on the "what" and "how"
- ✓ Develop an understanding on how your team affects others
- ✓ Contribute our best every day



- ✗ Ignore input of others
- ✗ Withhold critical information and the reasons of "why" something is important
- ✗ Assume you have all the answers
- ✗ Take personal credit for results of others
- ✗ Leave ambiguity
- ✗ Build /maintain silos
- ✗ Let other team members down

## DO NOT...

