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Business Administration

Read the articles. Answer the questions on a blank sheet of paper. Also complete the word search and vocabulary assignment.
The ability to work as a team is one of the most important skills in today’s job market. All organizations and businesses operate as a team; it is matter of survival for the business. Businesses are in fierce competition with one another. Each business is fighting to be the best, stay in business, and make a profit. If the business loses the competition or game, they can end up going out of business. Therefore, businesses want to have and build a winning team among their employees. However, in order to build a winning team, businesses need employees that have strong teamwork skills.

**What is teamwork?** It is when a group of people work together to accomplish a common goal. Every member of the team contributes in their own way. The better a team works together, the more likely they will be successful at accomplishing their shared goals. A strong team is made up of individuals that have a set of key teamwork skills and habits. Some of the key teamwork skills are cooperation, communication, ability to participate and contribute, a willingness to listen, being respectful of other ideas or opinions, and a willingness to help others. When a group of individuals have these skills and decides to work together to accomplish a goal, a winning team is created.

**Answer each question with a complete sentence on a separate piece of paper.**

1. What is one of the most important skills needed in today’s job market?
2. How do businesses and organizations operate?
3. Why do businesses need to operate as a team?
4. To create a winning team, what are organizations looking for?
5. What is teamwork?
6. What is a strong team made up of?
7. What are four important teamwork skills?
WHAT ARE THE BARRIERS TO BUILDING A WINNING TEAM?

Building a winning team can be difficult because of the many barriers that exist. Understanding the main reasons why a team fails can help you avoid making these mistakes and strengthen your own teamwork skills.

A failure to have a clear goal or strategy is often a barrier to successful teamwork. A team needs to have a clear goal and a strategy to guide them to victory. The strategy serves as a plan; it is a road map for the team that guides the way to success. Having no plan or goal will cause confusion and misdirection for the team and harm the team.

Poor communication is often the most dangerous problem facing teams. It can affect a team in several ways. Poor communication can knock a team off track from accomplishing their goal due to a lack of clarity and/or misunderstanding. Also, it can cause or worsen conflicts among team members.

In addition, a poor attitude can negatively impact a team. It lowers morale and wastes valuable time, which strains and weakens a team.

Lastly, there is the importance of leadership. If a team doesn’t have a good leader to lead, motivate, and guide team members, then confusion and a breakdown will occur within the team and little progress will be made.

If you are going to be an attractive job candidate to employers, it will be helpful to be able to discuss the importance of teamwork and inform the employer about your teamwork skills. If you don’t have strong teamwork skills, then it will be important to strengthen them. A few ways this can be done is by participating in team sports, clubs, organizations, taking classes, and/or volunteering. The future of your success in the workplace and life will depend on being a good team player.

7. What can help you avoid making mistakes and strengthen your teamwork skills?
8. To guide the team to victory or success, what needs to happen?
9. What is the most dangerous and common problem for teams?
10. What does a poor attitude cause?
11. What happens if there is not a strong leader?
12. What does a leader do for a team?
13. If you are going to be an attractive job candidate, what should you be able to discuss?
14. What are a few ways you can build teamwork skills?
Be Reliable and Honest:

Teams are built on trust. It is the main component that bonds each member together. Each member must be able to depend upon one another. Therefore, it is important to be honest and trustworthy with your co-workers. If you give your word to do something, then make sure to do it. Show up to work on time and meet your deadlines.

Participate and Contribute:

It only takes one lazy, unmotivated person to destroy the moral of a team. Besides doing what is expected of you, look for other ways to help out. If you see something that needs to be done, do it. If you see that a co-worker can use some assistance, help them. Don’t use the excuse of not working hard because someone else is not doing their fair share or duty. Also be willing and don’t be afraid to share your ideas on how to improve things. Respectfully sharing ideas and contributing will move the team forward in accomplishing their goals.
Be Positive and Motivate Others:

Attitude is a powerful influence for teams and can push teams to victory even when they are the underdog or appear to be doomed. Attitude inspires and motivates teams; it acts like a fuel, accelerating a team toward their goal. Research has shown that emotions such as a positive or negative attitudes are infectious. Each day, you decide if you want to infect your team with positive or negative energy. Besides having a positive attitude, it is useful to also show it by motivating co-workers with words of encouragement, appreciation, or complements. Further, don’t blame others for your mistakes, doing so is neither positive nor motivating.

Practice Good Communication:

Teamwork is social and depends on good communication between members. Make sure to actively listen to others. If you don’t understand or if you require something, you will need to be willing to express yourself. If you have an idea or suggestion that can help the team, share with the team in a positive and respectful manner.

Answer each question with a complete sentence on a separate piece of paper.

1. Why is trust important for teams?
2. What can destroy the morale of a team?
3. When should a person use the excuse of not working because others are not working?
4. What can push a team to victory?
5. What does research show about emotions such as attitude?
6. Besides having a positive attitude, what is useful to do as a team player?
7. Because teamwork is social, what does it depend on?
8. What are four things a person can do to be a successful team player?
Teamwork

Vocabulary

Name__________________
Per._____Date:__________

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<tr>
<th>Teamwork</th>
<th>Cooperation</th>
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1. _______________ The process of working together.

2. _______________ To be part of something, to join, or to contribute.

3. _______________ To inspire or influence.

4. _______________ To be dependable or trustworthy.

5. _______________ When a group of people work together to accomplish a common goal.

6. _______________ A way of thinking or feeling.