

Work in Teams

Teams work well together if they know what they want to accomplish and make sure that each person has an equal role. To work together, teams also have to figure out how to resolve conflicts and how to communicate effectively.

- 1. Decide in advance how your group will deal with conflict and make decisions, then define the task and describe how the group will accomplish it.** It is important for your team to set ground rules for their work together, including rules for how you will handle any disagreements and how you will make decisions. Setting these ground rules will help your team work smoothly. Next, the team needs to agree on the exact task that they need to do, and how they are going to do it.
- 2. Split the task into steps and divide the work evenly among all group members.** Once your team has agreed on the task that it needs to accomplish, the next step is to break the task into parts or steps. The team should agree on all of the steps that will need to get done to complete the task. Then, the team should divide the work evenly and fairly among team members. That way, no one will be doing more or less than his or her fair share for the team.
- 3. Work together as a group to complete the task.** Even though you have divided the work, you still need to work together. Just as you will be counting on other team members to finish the steps that come before yours, other team members will be counting on you to do a good job and finish on time so that they can take care of their job. Team members will need to communicate with one another to check their progress toward completing their goal and to solve any problems that might come up. They will need to cooperate at the end to make sure that the full task is completed.