

Name: _____

Date: _____

Employability Skills: Teamwork Assignment

Employability Skills are the skills that you need to enter, stay in and progress in the world of work. They are critical skills that you use in your workplace and in your daily and personal activities. These skills include: communication, problem solving, positive attitudes and behaviours, adaptability, working with others and science, technology and mathematical skills.

Teamwork Skills

These are the skills and attributes you need to contribute productively. You will be better prepared to contribute when you can:

Work With Others:

Understand and work within a group

Be flexible - be open and supportive of the opinions of others

Recognize and respect people's individual differences and perspectives

Accept and provide feedback in a constructive manner

Contribute to a team by sharing information and expertise

Lead or support when appropriate and provide motivation for high performance

Manage and resolve conflict so solutions can be reached

Participate in Projects and Tasks:

Plan, design or carry out a project from start to finish with well defined objectives and outcomes

Develop a plan, get feedback, test, revise, then implement

Adapt to changing requirements and information

Continuously monitor the success of a project or task and look for ways to improve

Questions 1: Choose a teamwork skill that you have from: work well with others and participate in projects and tasks

Your answer: _____

Question 2: What evidence do you have that you have these skills? You can use the chart below. You do not need to provide the proof.

Answer to Question 2: _____

<ul style="list-style-type: none"> • Photographs indicating teamwork skills • Verification of participation in drama/ musical production, band, choir • Verification of participation in team sports • Verification of participation in clubs, yearbook, student's council, community organizations, grad committee • Description of a job, activity, or project that required teamwork • Evidence that you contribute in the classroom or community • Evidence that you treat others fairly and respectfully 	<ul style="list-style-type: none"> • Evaluation from part-time or volunteer work indicating teamwork skills • Letter, certificate or merit award indicating teamwork skill • Responsibilities in the family • Seminars or training in conflict management • Documented verification of experiences in conflict management • Example of a project you worked on with a group • Evidence that you have used effective problem-solving steps and strategies • Other
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Questions 3: Choose a teamwork skill that you have from: work well with others and participate in projects and tasks. You can choose the same one as Question 1 if you would like.

Your answer: _____

Question 4: What evidence do you have that you have these skills? You can use the chart above. You do not need to provide the proof. The evidence cannot be the same as you put down for Question 2.

Answer to Question 4: _____