Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period \_\_\_

(NO NAME MINUS 5 POINTS)

**Teamwork Notes**

**TEAMWORK**

1. What 3 assumptions should not be made?
2. How can you express your ideas?
3. What 3 ways can you compromise?
4. What 4 ways can you cooperate?
5. Provide 2 examples of how to accept criticism.
6. What 3 things to you need to do to do your fair share?
7. Provide 3 examples of avoiding gossip and conflict.
8. What 3 ways can you be sensitive to the feelings of others?
9. Provide 3 examples of being tolerant and respectful.
10. What four things can you do to be dependable and trustworthy?
11. How can you critique an idea, and not the person?

**YOU AS A TEAMPLAYER**

**In 5 complete sentences, explain why teamwork is important in your business. What teamwork skills will you show as a leader in your business for your employees to follow? How do you expect your employees to govern themselves in a team and why?**