

Importance of Teamwork at Work

Teamwork in the workplace offers the company and staff the ability to become more familiar with each other and learn how to work together. Teamwork is important and vital to the success of the company and to the development of each employee in several ways. Understanding those important elements will assist in developing company policies geared toward encouraging team growth in the workplace.

_____ - A team that works well together understands the strengths and weaknesses of each team member. One of the benefits of strong teamwork in the workplace is that team leaders and members become proficient at dividing tasks so they are done by the most qualified people. Without strong teamwork, it can be difficult for managers and executives to determine which staff members can best accomplish job tasks.

_____ - Work groups and teams develop systems that allow them to complete tasks efficiently and quickly. When a task is handed to a well-trained and efficient team, the team's work pace assures that the task will be completed quickly and accurately. This allows the company to take on more work and generate more revenue without having to add more staff. This becomes helpful when efficient teams from different departments work together. Each team is well aware of its own abilities and the groups can work together effectively as opposed to disjointed groups of employees who may not be familiar with how to work together.

_____ - Teams in the workplace often meet to discuss how to solve company issues. When a team works well together, it allows staff members to feel more comfortable in offering suggestions. Team members become accustomed to processing brainstorming information and the company benefits from the variety of suggestions that come from effective teams.

_____ - There are challenges each day in any workplace, and a strong team environment can act as a support mechanism for staff members. Work group members can help each other improve their performance and work together toward improving their professional development. Team members also come to rely on each other and trust each other. These bonds can be important when the team faces a particularly difficult challenge or if the group is forced to deal with the loss of a team member while still trying to maintain productivity.

1) **FIND SEVEN cognate words in the text:** Example: IMPORTANCE is similar to IMPORTANCIA

2) **Match the words with their definition:**

- a) Delegation
- b) Support
- c) Ideas
- d) Efficiency



- () the good use of time and energy in a way that does not waste any
- () to agree with and give encouragement to someone or something because you want him, her, or it to succeed
- () a suggestion or plan for doing something
- () the act of delegating a particular job, duty, right, etc. to someone

3) Write the Subtitles in the right paragraph: **DELEGATION – SUPPORT – IDEAS – EFFICIENCY.**

4) Find the meaning of these words and make a glossary on your folder.

DEVELOPMENT, ENCOURAGE, GROWTH, STRENGTH; WEAKNESS, TASK, ACCURATE, AWARE, ISSUES, CHALLENGES, IMPROVE, TRUST, RELY, BONDS, DEAL WITH, LOSS

5) What happens when a task is given to an effective team?

6) How team environment can help members of a team?

