Job Skills - Teamwork

Part 1 - Choose the correct word

These are the tips for teamwork in the workplace.

1. Provide _____ when and where due.
2. _____ Management Tools
3. A good _____ plan ensures everyone remains in the loop.
4. _____ - Don't procrastinate.
5. _____ is the best policy.

Part 2 - Listen to the reading. Then choose the correct word,

Listen:

You'll need to prove that you're a_____ player but also have the _____to manage and delegate to others and take on_____.. It's about building_____ working _____that help everyone to achieve_____and business_____.

LIVEWORKSHEETS