

## Responsibility and Collaboration in the Workplace

Complete the blanks with the correct possessive adjective or pronoun to complete the text.

In every company, employees have their own tasks, but sometimes they need help from others to complete \_\_\_\_\_. A good manager knows that not all responsibilities belong to \_\_\_\_\_ alone, but to the entire team. When workers share ideas and support one another, success becomes \_\_\_\_\_. Each member should take care of \_\_\_\_\_ duties, but also respect what is \_\_\_\_\_ and what is \_\_\_\_\_. This way, no one feels overwhelmed, and all work is done effectively.

Leaders must trust that the workers will perform well because the results are not just \_\_\_\_\_, but also \_\_\_\_\_ and \_\_\_\_\_. A respectful environment allows people to feel that the company's achievements belong to \_\_\_\_\_. When the team understands that the company's goals are \_\_\_\_\_, everyone works harder. A manager's job is to guide \_\_\_\_\_ team while recognizing that success is \_\_\_\_\_ as much as it is \_\_\_\_\_. Working together ensures that the efforts are not just individual but collective.

Communication is essential, especially when problems arise that affect everyone. Good administrators listen carefully to understand which ideas are \_\_\_\_\_ and which solutions are best for \_\_\_\_\_. When employees feel their opinions matter, they take ownership of tasks as if they were \_\_\_\_\_ own. In the end, the company's success becomes \_\_\_\_\_, not just the leader's or a single person's. This shared responsibility builds a positive workplace where everyone celebrates \_\_\_\_\_ victories together.