TOP 7 QUALITIES OF A SUCCESSFUL TEAM

By Sophie Deering

1. Fill in the gaps with these words:

deadlines team poor business forward accountable qualities gel

A strong _____ is the foundation of a high-performing _____ and a good team ethic can be held largely _____ for the success and smooth running of the organization. If employees do not _____ and work well together, problems can arise, such as _____ organization, missed _____, and conflict within the workplace.

So what can teams do to ensure that they are collectively productive and drive the company _____? Here are a few _____ that a successful team possesses.

2. Choose the headings for the paragraphs.

Team members are diverse. **They have fun.** **They offer each other support.**
Everyone contributes their fair share. **They focus on goals and results.**
Good leadership. **They communicate well with each other.** **They're organized.**

1)

They communicate openly with each other, sharing their thoughts, opinions, and ideas with members of their team; as well as taking into consideration what others have to say. Communication is essential for keeping track of progress and working together efficiently on tasks. Poor communication can lead to crossed wires, which can mean work is left incomplete/incorrect or conflicts can arise.

2)

They agree on and set team goals based on outcomes and results, rather than just on the amount of work being done. A clear plan can then be set about how they are going to achieve these objectives, as a group, as well as each individual's contribution. This provides them with clear direction and gives them something to aim for collectively.

3)

Each member of the team contributes their fair share of the workload and fully understands what their responsibilities are and where they fit in with the running of the business. They feel a sense of belonging to the team, are committed to their work, and really care about the success of the company.

4)

Team members are always happy to assist others when they need a helping hand with work. Teams are often more productive when they are also offered support from the organization and access to the required resources.

5)

Everyone is unique and will be able to offer their own experiences and knowledge that others may not possess. Diversity is needed so that all of the required skills are covered by somebody in the team and each individual can be assigned a particular role on the basis of their strengths and skills. A variety of personalities, age groups, cultures, etc. can also bring creativity and a broad range of ideas to the table.

6)

A strong team usually has a leader that they trust and respect. This individual essentially works as the glue holding the team together and should be responsible for setting the pace, offers encouragement and motivation, and keeps all members of the team updated.

7)

The organization is essential for the smooth running of a business. Without it, the workplace can become chaotic and goals are unlikely to be achieved. Though each individual should be responsible for organizing their own workload, management should ensure that everything is running to plan and each member of the team is getting their work completed efficiently. Holding regular meetings can help to make sure that everyone is on the same page and deadlines are being met.

8)

It shouldn't be all work and no play! This can lead to burnout and a lack of productivity, so it's important to inject a bit of enjoyment into working life. Teams who work particularly well together enjoy each other's company and get together outside of the office from time to time to socialize and have some fun! Building a positive relationship with your colleagues can make for a much more relaxed environment and reduce conflict.

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