

Teamwork and Professionalism

Team-work is all about playing your part in achieving an overall goal – whether in the workplace on a group assignment or as part of a team or club. Professionalism is about maintaining agreed standards in our work, appearance and actions.

Here are some examples of team-work and professionalism that may be familiar to you:

Team-work	<ul style="list-style-type: none"> - Preparing material for a form assembly - Washing-up after a meal - Organising a school club or team
Professionalism	<ul style="list-style-type: none"> - Adhering to the school’s uniform policy - Speaking respectfully to teachers - Completing assignments on time

Are you a good team-player? Use the table below to assess your team-work skills:

When I am working in a team...	I consistently do this	I sometimes do this	I don't often do this
If I see that something needs doing, I will offer to do it			
If someone is struggling, I will offer to help them			
If I am struggling, I will ask for help			

Do you act professionally? Use the table below to assess your attitudes and behaviours:

When I am part of a school, club or organisation I ...	I consistently do this	I sometimes do this	I don't often do this
Arrive punctually and ready to play my part			
Complete the tasks I have agreed to do			
Stick to agreed standards of dress			
Speak respectfully to others – whoever they are			

If you find it difficult to do all these things all the time, pick one of them to work on and write it down here:

Now think of one thing you can do to improve in this area. For example, if you forget to finish tasks, can you set up a reminder?

You can ask someone you trust – a parent, carer or friend to help you. You could tell them what you are working on and how you intend to do it. Ask them to let you know if they notice a difference or to remind you if they can see you have forgotten.