

B) TEAMWORK

- * Be a team player. Try to get along with each other. Put up with superficial differences, idiosyncracies and minor faults.
- * Discuss concerns which may get in the way of working well together. Try to see things from the other's point of view.
- * In DEA, it is normal for team members to work together for just a limited time. Therefore, it is extremely important to take time right at the start of a working relationship to get to know each other, to discuss objectives, roles, and work styles.
- * Remember that the other person is a "person"! Secretaries have personal commitments too, though are prepared to work late if really necessary. Officers have pressures necessitating extra work sometimes, with little notice. Be considerate of each other's needs; communicate and be prepared to give and take.

PLANNING FOR YOUR OWN TEAM'S IMPROVEMENT

A sign of an effective work team is that, no matter how well it is already working, it is open to suggestions and ideas for any improvements.

Most teams have, if not problems as such, then some concerns, that could be resolved. It is well worth the team members getting together regularly to discuss such issues and to try to come up with suggestions for improvement.

To help you do this, a worksheet is annexed with headings to stimulate discussions and to help you develop an action plan.

It can be completed individually, together or however best suits your team. It is obviously worth noting how individuals see the team's function from their own viewpoint, as well as noting where there are common areas of concern or suggestions. Try to be as positive as possible by developing ideas not focussing on problems.

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THE TIME TO
BEGIN IS
NOW