

Teamwork skills

Rate yourself from 1 (not at all confident) to 5 (very confident) on the following skills and attitudes. Revisit this sheet regularly to remind yourself of areas you're trying to improve on.

How confident are you at...

Contributing to the team project					
1. Working with others on projects at Queen's	1	2	3	4	5
2. Taking the lead and being in charge of projects	1	2	3	4	5
3. Completing tasks on time	1	2	3	4	5
4. Prioritizing the group's success over individual grades	1	2	3	4	5
Supporting others' contributions					
1. Moving forward confidently and collegially when you have a problem with others	1	2	3	4	5
2. Understanding cultural differences in approaches to individual and team-based work in different countries and communities	1	2	3	4	5
3. Accepting and incorporating others' ideas, even if they conflict with your own	1	2	3	4	5
4. Giving helpful feedback, criticism or advice to other Queen's students	1	2	3	4	5
5. Speaking in a group of Queen's students.	1	2	3	4	5
Planning and managing					
1. Breaking down big tasks into smaller parts and setting deadlines for each part	1	2	3	4	5
2. Using different planning approaches, depending on the type of project	1	2	3	4	5
3. Recognizing that plans can go wrong for many reasons, and focusing on the future, not on the past, when they do	1	2	3	4	5
Fostering a team climate					
1. Understanding spoken and body language norms in Canada and in other cultures	1	2	3	4	5
2. Helping others to see the positive side when things aren't going to plan	1	2	3	4	5
3. Separating the idea from the person describing it when I disagree	1	2	3	4	5