

## Team work skills

Rate yourself from 1 to 5 on the following skills and attitudes. The higher you rate, the more likely you are to be a confident group member. Revisit this sheet regularly to remind yourself of areas you're trying to improve on.

### Contributing to the team project

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. I feel comfortable working with others on projects at Queen's                                    | 1 | 2 | 3 | 4 | 5 |
| 2. I feel confident taking the lead and being in charge of projects or stepping back when necessary | 1 | 2 | 3 | 4 | 5 |
| 3. I'm confident I'm able to complete tasks on time   | 1 | 2 | 3 | 4 | 5 |
| 4. I know how to give helpful feedback, criticism or advice to other Queen's students               | 1 | 2 | 3 | 4 | 5 |
| 5. I would prefer the entire group succeed together rather than scoring high grades myself          | 1 | 2 | 3 | 4 | 5 |

### Helping others' contributions

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. When I have a problem with others, I know how to make sure we move forward confidently and remain friendly     | 1 | 2 | 3 | 4 | 5 |
| 2. I know about the cultural differences in approaches to individual and team work in different communities       | 1 | 2 | 3 | 4 | 5 |
| 3. When working in a group, I know that my idea isn't always the best. I'm happy to accept others' ideas instead. | 1 | 2 | 3 | 4 | 5 |
| 4. I know how to give helpful feedback, criticism or advice to other Queen's students                             | 1 | 2 | 3 | 4 | 5 |
| 5. I feel confident speaking in a group of Queen's students   | 1 | 2 | 3 | 4 | 5 |

### Planning and management

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|---|---|---|---|---|---|
| 1. I recognize that plans can go wrong for many reasons, and focus on the future rather than on the past when they do | 1 | 2 | 3 | 4 | 5 |
| 2. I am confident working with different project planning approaches depending on the type of project I'm working on  | 1 | 2 | 3 | 4 | 5 |
| 3. I understand how to break big tasks down into smaller parts and set deadlines for each part                        | 1 | 2 | 3 | 4 | 5 |

### Fostering a team climate

- |   |   |   |   |   |   |
|---|---|---|---|---|---|
| 1. I know about spoken and body language norms in Canada and in other cultures      | 1 | 2 | 3 | 4 | 5 |
| 2. I know how to help others see the positive side when things aren't going to plan | 1 | 2 | 3 | 4 | 5 |
| 3. When I disagree with an idea, I separate the idea from the person describing it  | 1 | 2 | 3 | 4 | 5 |