

How to Be a More Effective Team Member

GoSkills online course syllabus

Skill level

Beginner

Lessons

16

Accredited by

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Pre-requisites

No prior experience needed

Video duration

45m

Estimated study time

45m 3s

Instructor

Yadira Caro

Introduction

1

Importance of teamwork

Although hard skills are important in the workforce, soft skills such as collaborating on a team are equally, if not more so, appealing to leaders.

Self-Assessment

2

Assess your skills

It is essential to be able to assess your technical and non-technical strengths to identify the value you bring to the team and the areas you will need help on.

3

Know your team

Knowing others will help you identify their own areas of expertise and determine how you complement each other to build a stronger team while building camaraderie.

4

Connect virtually

If you are a remote worker, creating connections with your team members is quite challenging.

Communications

5

Listen effectively

Research shows strong listening skills will help build trust in a team and improve performance.

6

Present with confidence

As a team member, your job satisfaction will increase if you contribute value by being able to share your ideas.

7 Communicate one-on-one

Individual communications are key to succeeding in a team and building better relationships.

8 Write effectively

In a world driven by online media, organizing your ideas in writing is crucial for clear understanding and effective communication.

Productivity

9 Manage your time

Learning how to manage your time will help prevent burnout and ensure your work does not impact others negatively.

10 Manage meetings

A lot of your time is spent in meetings so learning the elements of a good meeting can help build trust and create inclusion.

11 Collaborate creatively

Knowing the techniques to foster creativity will have a significant impact on the team's ability to solve problems while enjoying their work.

Conflict Management

12 Handling emotions

Managing your emotions appropriately will impact your work performance and your ability to interact with others.

13 Having difficult conversations

This topic is essential to ensure our conflicts are productive and result in successful outcomes for all involved.

14 Negotiate like a pro

We negotiate every day so knowing the right methodology of a good negotiator can help create value for yourself and the team.

Mistakes to Avoid

15 Mistakes to avoid

Recognizing common pitfalls and avoiding them will ensure your team sees your valuable efforts.

Conclusion

16 Make your team great

Your technical skills and expertise may get you in the door of any good team but being an effective team member requires other skills outside of your technical expertise.

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