

## Activity 28. Teamwork – An Essential Element of Professionalism

Here are some quick tips to being a good employee...and a good team player. Determine which of your skills are “on target” and which might need some improvement by choosing “Always,” “Sometimes,” or “Never.”

1. **I get to work on time. If I am going to be late, I call and let my boss know.**  
[Always • Sometimes • Never]
2. **I rarely miss work. If I am going to miss work, I let my boss know ahead of time (or call if I am sick).**  
[Always • Sometimes • Never]
3. **I work as hard as I can.**  
[Always • Sometimes • Never]
4. **I pay close attention to my work.**  
[Always • Sometimes • Never]
5. **I do my work as I am told. If I am unable to do something or have questions, I ask my supervisor or co-workers.**  
[Always • Sometimes • Never]
6. **I am friendly on the job.**  
[Always • Sometimes • Never]
7. **I try to solve problems that come up.**  
[Always • Sometimes • Never]
8. **I follow safety and company rules.**  
[Always • Sometimes • Never]
9. **I use materials and equipment properly.**  
[Always • Sometimes • Never]
10. **I behave professionally.**  
[Always • Sometimes • Never]

NOW, ANSWER THE FOLLOWING QUESTIONS:

Based on the descriptions above, I am most proud of my ability to:

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One area I'd like to improve is:

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Some strategies I might use as I work to improve this skill is?

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