



PHILLIPS ASSOCIATES

Off-sites for Senior Leadership

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TEAM PLAYER CHARACTERISTICS

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Too often people think what makes them effective, as an individual will also make them effective as a team player. This is simply not true.

DESCRIPTION:

The following checklist was developed specifically for a Fortune 500 company and its team members. When asked what characteristics do you want to see in other team members, these characteristics consistently were rated the highest.

PURPOSE:

This checklist can be used as a self-assessment tool for how well you behave as a “team player.” It can also be used as the basis for a team feedback session.

USE WHEN:

- You want to improve your effectiveness as a team player
- You think others on the team could benefit from a “team player” discussion / assessment
- You strive to increase the effectiveness of your team
- Team members are acting as a group of individuals and not as a unified team

EFFECTIVE TEAM PLAYER CHARACTERISTICS

The following characteristics were consistently rated as critical for effective team players:

1. Good Communicator / Listener
2. Adaptable / Flexible
3. Integrity
4. Cooperative
5. Reliable / Dependable
6. Trustworthy
7. Selfless

Other characteristics rated as highly important:

8. Coaching / Mentoring / Supportive
9. Enthusiastic
10. Focused
11. Ambitious / Competitive / Driven
12. Motivator / Motivated
13. Committed / Dedicated
14. Competent
15. Open to Ideas
16. Organized
17. Positive Attitude
18. Creative / Innovative
19. Empathetic
20. Humor

TEAMING TOOLS

TEAM PLAYER SELF ASSESSMENT

Good communicator / listener

I listen to other's ideas fully. I make sure the speaker feels heard. 5 4 3 2 1

I get impatient and interrupt others. I do not ensure that others feel heard.

I present my point of view succinctly and ask for feedback. 5 4 3 2 1

I ramble or offer an unfocused point of view. I do not make sure others understand my message.

Adaptable / Flexible

I am always open and willing to accept other points of view. I do not get stuck on my position. 5 4 3 2 1

I am assertive and often try to get my way with the group. I do not accept other's input gracefully.

Integrity

I am perceived by others to always act honestly and with good intentions. 5 4 3 2 1

I can be perceived as inconsistent and with hidden agendas.

Cooperative

I always try and work with others and to find win / win solutions. 5 4 3 2 1

I compete with others and do not always take the time to work toward mutual agreement.

Reliable / Dependable

People can always count on me. I do what I say I will do. 5 4 3 2 1

I often have to deal with conflicting priorities and may be late, miss deadlines, or have to cancel.

Trustworthy

I am perceived as dependable, consistent, and will not violate anyone's trust -- ever. 5 4 3 2 1

People cannot always count on me to act in their best interest.

TEAMING TOOLS

Selfless

I will always act in the best interest of the group.

5 4 3 2 1

I often have agendas that are as or more important than the team's.

Coaching / Mentoring / Supportive

I always try to support and help others.

5 4 3 2 1

I rarely try to support or help others.

Enthusiastic

I bring high levels of energy and passion to the team.

5 4 3 2 1

Teamwork can be boring, monotonous, and exhausting.

Focused

I concentrate on having a clear vision and purpose. I make an effort to stay on track.

5 4 3 2 1

I do not concentrate on having a clear vision and purpose. I often diverge from the subject.

Ambitious / Driven

I always go after what I want with a passion. I am not satisfied with mediocre performance.

5 4 3 2 1

I take a relaxed posture with teams. Whatever happens is usually fine with me.

Motivator / Motivated

I bring fresh energy to tasks, try to get things started and encourage others to do the same.

5 4 3 2 1

I take a back seat approach to teams. I let others lead and do what I'm asked.

Committed / Dedicated

I bring 100% with me to every project. I do whatever it takes to get the job done.

5 4 3 2 1

I bring less than 100% to some projects. I do not always put in the extra effort needed for outstanding performance.

TEAMING TOOLS

Competent

I am seen as proficient, effective, and capable. I exercise good judgment and common sense.

5 4 3 2 1

I have found myself at times to be unqualified and inadequate for a given job, project, or task.

Open to ideas

I solicit new and different ideas. I like to think that my idea is only one of many.

5 4 3 2 1

I push for the idea that makes the most sense. I may close off other ideas or options prematurely.

Organized

I am an organized person. I come prepared to team meetings and always have the right materials.

5 4 3 2 1

I can be disorganized. Sometimes things slip through the cracks and / or I forgot something.

Positive attitude

I am an optimist. I always see the good in things. There is always a silver lining.

5 4 3 2 1

I am not an optimist. Sometimes the cup is half empty. Things do not always work out the way they should.

Creative / Innovative

I try to see things in a different way and come up with new and unique solutions.

5 4 3 2 1

I do not always see the uniqueness in things. I rarely come up with new and creative solutions.

Empathetic

I always try to put myself in the other person's shoes. I want to see what they are seeing and feel what they are feeling.

5 4 3 2 1

I do not always try and put myself in the place of another. I do not actively seek out their feelings or perceptions.

Humor

I always bring a good sense of humor with me to any team meeting.

5 4 3 2 1

I can get intense and sometimes lose my sense of humor.

EFFECTIVE TEAM PLAYER CHARACTERISTICS WORKSHEET

Where am I strong?

1)

2)

3)

Where could I use some development?

1)

2)

3)

What specifically can I work on to improve my team player skill?

1)

2)

3)