

## Self-Test: Do you have these skills?

### Scenario A:

You are at work and your boss calls you into his office. He tells you that he has a new project and wants to put a project team together, and is considering including you with the team. Before he adds you to the team, he wants you to tell him what skills you think are needed to work within the team and how your team building skills fit to successfully complete the project. How would you respond?

Your Answer:

### Scenario B:

You are working in an entry-level position under a farm rancher taking care of livestock, crops, equipment, and buildings. It has been a dry season and the crops are not growing as well as they should. The supervisor pulls the team together to come up with ways to save the crops. How can your teamwork skills contribute to the team?

Your Answer:



## Answers:

### Scenario A

*Here are some basic skills that are needed to work within a team that would be an excellent response for your boss:*

- *I can set goals and prioritize.*
- *I can handle and resolve conflicts.*
- *I can change my role with a team from leader to follower as needed.*
- *I can identify with a team.*
- *I know when to recognize others for the work they have done.*
- *I know how to respond correctly to positive and negative feedback.*
- *I will contribute to the team's effort.*
- *I understand that everyone will have different ideas.*
- *I have time management skills.*

### Scenario B:

*Since resources or money may be low because of the dry season, changes may need to take place. As part of the team you need to make sure that you understand the problem at hand, discuss possible solutions, and accept other ideas that are being discussed. When a plan is made and your task is given to you, you should take it and get to work right away. Be reliable. Complete tasks by their due date and communicate if there is going to be delay or if you are having problems. If you are done early, offer your help to other team.*



Job Skill Guide Scenarios by [Illinois workNet](#) is licensed under a [Creative Commons Attribution-NonCommercial 4.0 International License](#).