

## POWER UP YOUR UNIT WITH TEAMWORK

Teamwork is a powerful tool that enhances your success as a PTA. By understanding, nurturing and adapting the habits of effective teams and effective team members, your PTA can work smarter and accomplish even more in your community.

### EFFECTIVE TEAMS

- Set and achieve shared goals
- Focus on a common purpose
- Agree on priorities
- Make decisions together
- Accept joint responsibility
- Embrace diversity
- Promote a common vision
- Share knowledge and skills
- Celebrate achievements
- Offer training opportunities
- Encourage open dialogue
- Build and reach consensus
- Inspire confidence
- Let everyone do their jobs
- Create a sense of belonging
- Invest time in developing relationships

### EFFECTIVE TEAM

- Collaborate actively
- Communicate regularly
- Value each contribution
- Welcome new ideas
- Share resources
- Practice active listening
- Voice clear expectations
- Cultivate mutual respect
- Encourage feedback
- Enjoy an open process
- Help everyone stay on task
- Offer mutual support
- Accept other working styles
- Agree to disagree
- Mentor each other
- Celebrate everyone's success