

# Teamwork

### Definition

*The ability and desire to work collaboratively with others to achieve a goal.*

Successfully meeting expectations for teamwork at Baylor College of Medicine means that the individual consistently displays all or some of the following behaviors.

### Teamwork Behavior Statements

Seeks opportunities to work on teams as a way to develop experience and knowledge as well as to achieve professional and organizational goals.

- Cultivates an active network of those with the knowledge and influence to advance professional and organizational goals
- Provides assistance to others when they need it
- Seeks opportunities to involve others in problem-solving to ensure broader buy-in and support for solutions

Encourages team unity through sharing information or expertise, working together to solve problems, and putting team success first.

- Shares important or relevant information and expertise with others
- Works for solutions that all team members can support while listening and responding constructively to other team members' ideas and expressing disagreement constructively
- Knows and supports teammates' work and deliverables, recognizing others appropriately for their contributions
- Helps remove barriers to team productivity and success
- Predicts how individuals or groups will react to proposals, events, or situations and uses this understanding to develop and execute effective strategies

If a team leader: Exhibits leadership qualities that elicit respect from team members while effectively producing and assessing results.

- Clarifies expected behaviors, knowledge, and level of proficiency by seeking and giving information, clearly defining and communicating roles, and checking for understanding
- Engages team members to collaboratively establish goals, evaluate progress toward goals, and take action to keep the team on track
- Uses knowledge of individual's capability, work style, and preferences to assign tasks and delegate important areas of responsibility in a manner that clarifies expectations while expanding the individual's feelings of ownership and accountability
- Gives timely, appropriate feedback on performance and reinforces efforts and progress; looks for and capitalizes on opportunities to encourage and reward successful team performance
- Identifies opportunities for team members to enhance or develop skills
- Moves decision making and accountability downward through the team by appropriately sharing responsibilities with others

Attends to the needs and feelings of others to develop effective working relationships; relates easily to people; inspires and works well with others to achieve professional and organizational goals.

- Offers valuable information and resources; works together with colleagues and others to create win-win outcomes
- Places higher priority on organization's goals than on own area's goals
- Communicates goals of interest and seeks to understand others' goals and interests in order to build mutual purpose
- Displays understanding of the politics of the organization and manages the relationships to drive initiatives



# **Baylor College of Medicine Faculty Competencies**