

Teamwork & Collaboration

Teamwork

cooperative action of a group of people in order to achieve a goal

Collaboration

act of working effectively with others to achieve a common goal

Skills

knowledge and abilities one gains throughout life

Talents

natural abilities an individual is born with

Emotional Intelligence

ability to understand one's own and other's emotions and the ability to use this information as a guide to thinking and behavior

Personality Types

traits which individuals express

Leadership

ability and process of motivating people toward a common goal; ability and process of affecting the thoughts and behaviors of others

Autocratic Leadership

when a leader has all of the power and decision-making authority

Bureaucratic Leadership

when everything is done according to the plan

Democratic Leadership

participative leadership style which allows team members to be included in the decision making process

Laissez-Faire Leadership

when a leader gives little to no direction to team members, but provides support

Transactional Leadership

when the leader rewards work or punishes members for not working

Transformational Leadership

when the leader is a visionary and appeals to a team's ideals and values

Team Roles

designated roles which depend on the goals of the group