

# Resources for Working in Teams

Need more information and ideas about working in teams? The following are resources the Career Centre looked at to support the information presented in this module.

## **8 Assertive Communication Tips**

Wendy Loewen, ACHIEVE Centre for Leadership & Workplace Performance

Highlights: Eight tips to build your assertiveness

<https://ca.achievecentre.com/blog/8-assertive-communication-tips/>

## **Conflict Resolution & Respectful Workplace**

ACHIEVE Centre for Leadership & Workplace Performance

Highlights: Guidelines For Dealing With Workplace Conflict Infographic

<https://ca.achievecentre.com/wp-content/uploads/2017/10/Conflict-Resolution-Respectful-Workplace-Guidelines.pdf>

## **How to Get Along With Your Coworkers**

Dawn Rosenberg McKay

Highlights: 7 ways to get along better with your coworkers, action you can take to create a good workplace impression

<https://www.thebalancecareers.com/get-along-better-with-coworkers-525457>

## **Teamwork Skills List and Examples**

Alison Doyle

Highlights: 5 top teamwork skills.

<https://www.thebalancecareers.com/list-of-teamwork-skills-2063773>

## **The importance of teams**

Highlights: benefits of working in teams, includes working in non-profits.

<https://knowhownonprofit.org/your-team/people-management-skills/teams/about-teams-and-types-of-team/importance>

## **Top 7 Qualities of a Successful Team**

Sophie Deering

Highlights: Qualities of a successful team

<https://theundercoverrecruiter.com/qualities-successful-work-team/>

## **Delivering feedback**

### Sandwich Method of Giving Feedback

Involves discussing corrective feedback that is “sandwiched” between two layers of praise.

Start off with positive feedback (authentic praise of something the person did recently).

Provide your constructive criticism.

End on a positive note.