

POWER SKILLS FOR A TEAM

Key Power Skills that every team leader would like to see in each of their team members.

Take Accountability for Your Responsibilities

1. ***Be truthful.*** Be honest and timely when revealing your progress and issues. When you make a mistake, admit to it, and take accountability.
2. ***Be reliable.*** Meet your commitments. Always do what you say you are going to do and when you said you would do it.
3. ***Demonstrate personal initiative.*** Practice self-reliance when appropriate. Require minimal leadership. Make things happen.
4. ***Ask for help.*** Asking for help is a sign of strength, not weakness. Doing so can not only increase your personal value but can be a big benefit to your team.
5. ***Practice being proactive.*** Make it a standard practice to think one or more steps ahead.
6. ***Focus on solutions.*** Do not engage in finger pointing and the blame game. Be a problem solver.
7. ***Practice continuous improvement.*** Seek ways to continually improve your skills as well as the processes and procedures that you and your team engage in. Be open and accepting to constructive criticism. Encourage feedback on your performance.

Support the Team by Your Personal Behaviors

8. ***Fully participate.*** Voluntarily speak up in meetings and get-togethers. Be forthcoming to both ask and answer questions.
9. ***Share knowledge.*** Knowledge is power; the best performers give it away.
10. ***Maintain a positive attitude.*** Adopt a can-do spirit. Place a constructive view on issues — seek out the sun during cloudy and stormy moments. Don't take or make things personal.
11. ***Be willing to compromise.*** Compromising on an issue is often required to resolve it. Moreover, compromising can spread good will and strengthen relationships.
12. ***Support the ideas of others.*** Be willing to listen to and be open to the ideas of others.
13. ***Give praise to others.*** Recognize the contributions of others and give credit where it is due.
14. ***Advocate a sense of humor.*** Your job is serious business but don't overlook the value of humor to lighten your load. Be willing to laugh at yourself and some of the situations you will find yourself in. If you are not having fun, you are not giving your best.
15. ***Promote team success.*** Look for ways to make the team and its leader look good. Look out for the team as if its success is defined by your actions each day.

“Ideas to help you become more successful.”