

## Qualities of an Effective Team Member

### 1. Builds trust by actively participating in an ethical way

- a. Works toward team's goals
- b. Meets deadlines
- c. Comes to meetings on time and is prepared
- d. Makes ethical contributions consistent with the Broad and MSU Honor Codes

### 2. Asks good questions to understand complex issues

- a. Asks open-ended and clearly articulated questions
- b. Encourages examination of assumptions
- c. Creates ownership of solutions from others by asking questions that engage
- d. Inspires people to see things in fresh, new ways

### 3. Listens and shows respect for diverse ideas

- a. Appears interested in the message
- b. Resists distractions (personal or environmental)
- c. Looks at the speaker's verbal and nonverbal behavior
- d. Asks questions to clarify and understand in a nonjudgmental way

### 4. Delivers and receives feedback in a productive way

#### *Delivery*

- a. Focuses on the process – not the person
- b. Provides clarification of the situation, behavior, impact - along with an alternate behavior and alternate impact if providing constructive feedback
- c. Shares both positive and constructive feedback as appropriate

#### *Reception*

- a. Listens without reacting
- b. Probes to understand and clarify
- c. Focuses on the future and how to improve moving forward

### 5. Displays a positive attitude

- a. Helps the team set goals
- b. Looks on the bright side of things
- c. Helps the team think of ways to get out of a jam – if one occurs
- d. Takes stressful events in stride

### 6. Contributes ideas to the team's process

- a. Willing to provide information
- b. Shares creativity

### 7. Contributes work to the team's final product

- a. Puts in time and effort to complete the final product
- b. Creates deliverables that meet the team's expectations