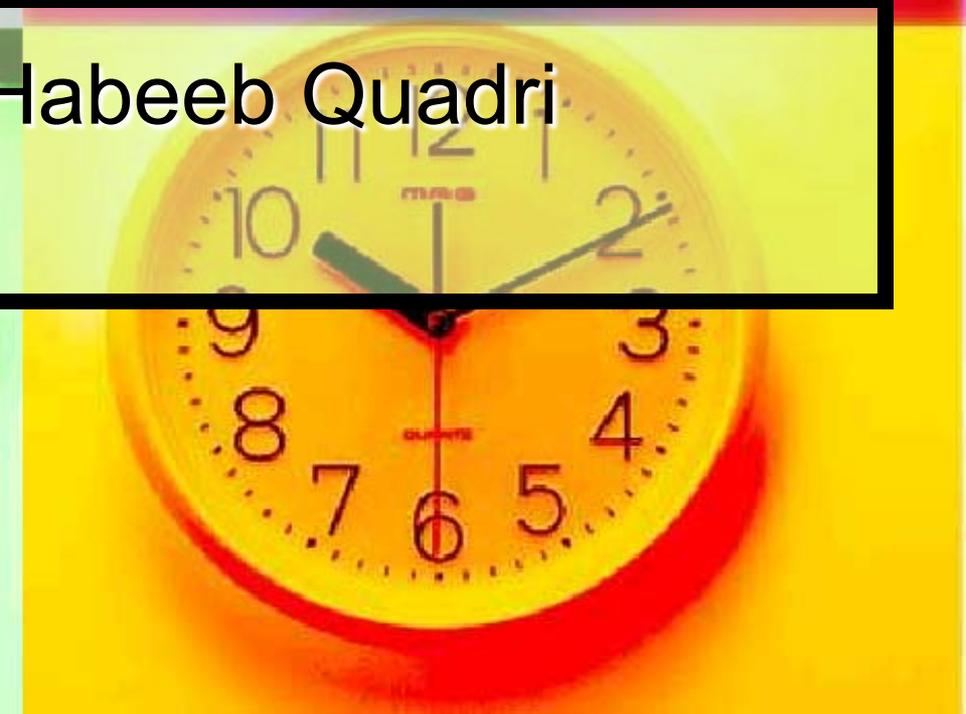
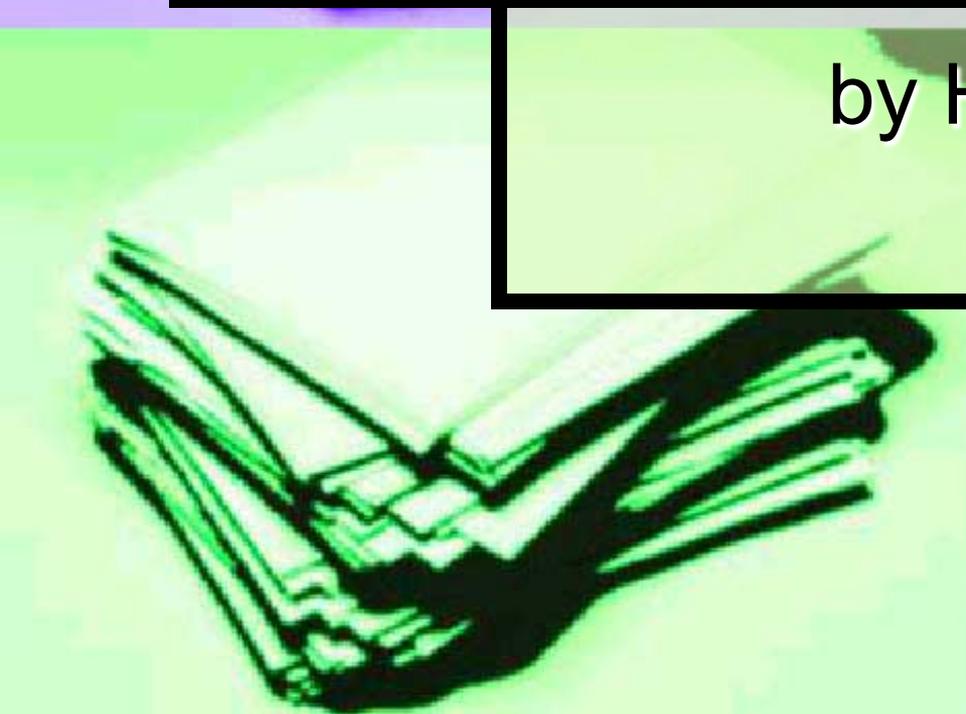


Staff Teamwork and Cooperation



by Habeeb Quadri



“ The good Lord gave you a body that can stand most anything. It’ s your mind you have to convince.”

Vince Lombardi

Define Teamwork

- Sports
- Sharing, cooperating, and helping others
- Any group that works together
- Two people paired up (marriage and partnership)



Reason for a Team

- To support and build confidence in the members
- Promote involvement
- To win a competition



The Experts Definition

- A team is a small number of people with complimentary skills who are committed to a common purpose, performance goals, and approach for which they hold themselves mutually accountable (John Katzenbach and Douglas Smith)



Essential skills for the team

- Technical and functional expertise
- Problem solving and decision-making skills
- Interpersonal skills



Vision of the team

- A common and meaningful purpose sets the tone
- Specific performance goals are an integral part of the purpose
- The combination is essential to the performance (measure the progress)
- *By staying rooted in our commitment, today's vision becomes tomorrow's reality*



Knowing yourself

- Attitude
- Silly goose
- Multiple intelligences
- Be honest with yourself-
 - Ask yourself If someone wants to confront or advise me, I would prefer if they....
 - If I am mad, I prefer people to.....
 - Things that annoy me are.....





- The way I would like to be thanked is by.....
- My hobbies are.....





Define the roles

- 
- Administration
 - Teacher
 - Department heads
 - Committee chairs (calendar, graduation, uniform committees etc.)
 - After-school activities (arts and crafts, nasheed club, sports team, etc.)
 - Parents support group
- 
- 



- Custodian
- School board
- Community
- Media
- Building Manager
- Islamic schools
- *To be successful as a team it takes individual to work together.*

Positive Reinforcement

- Small notes
- Parent newsletter
- Morning assembly
- Staff meeting
- Individually



Teacher notables

- Best committee
- Best team player
- Best lesson plans
- Best personality
- Best discipline
- Cleanest room
- Best cross-curricular activity
- Etc. -



Personality Traits

- Self Confident.
- Stress Tolerant.
- Emotionally Mature.
- Integrity.





Self Confident

■ Ask yourself:

- “Are you a person who is likely to set high goals for yourself and your followers?”
- “Are you able to attempt difficult tasks?”
- “Are you able to be persistent in the face of problem and defeat?”

Stress Tolerant

■ Ask Yourself:

- “Do you have the personality to make good decisions, to stay calm, and to provide decisive direction to subordinates in difficult situations?”



Emotionally Mature

■ Ask Yourself:

- “Are you a person that who tends to have accurate awareness of your strengths and weaknesses?”
- “Are you a person who would be oriented toward self-improvement and would not deny your shortcomings or fantasize about success?”
- “Can you maintain cooperative relationships with subordinates, peers and supervisors?”



Integrity

- Ask yourself
 - “Are you a person who is consistent with their stated values and are honest, ethical, responsible, and trustworthy?”



Motivational Traits

- 3 types of motivational traits:
 - Task and interpersonal needs
 - Power and achievement
 - High expectations





- Task and Interpersonal needs
 - “Are you a person that is motivated and characterized by their drive for the task and their concerns for people?”
- Power and achievement
 - “Are you an individual who seeks position of authority, who likes to exercise power over others and to achieve?”
- High expectations
 - “Are you a person who believes that they can do the job and will receive valued outcomes for their effort?”

Skills

- Four types of skills
 - Technical skills
 - Interpersonal skills
 - Conceptual skills
 - Administrative skills





- **Technical skills-** “Are you a person who uses specialized knowledge, procedures, and techniques to accomplish?”
- **Interpersonal skills-** “Are you a person who has the ability to understand feelings and attitudes of others and to establish cooperative work relationship?”
- **Conceptual skills-** “Are you person who develops and uses ideas and concepts to solve complex problems?”
- **Administrative skills-** “Are you a person who combines technical, interpersonal, and conceptual skills to help perform managerial functions?”****
(this should be the goal)

What teammates do

- Teammates inconvenience themselves to help each other
- Teammates demonstrate patience and concern for each other
- Teammates consider love and caring an act of will – they choose to do it
- Teammates enjoy each others successes and avoid envy and jealousy

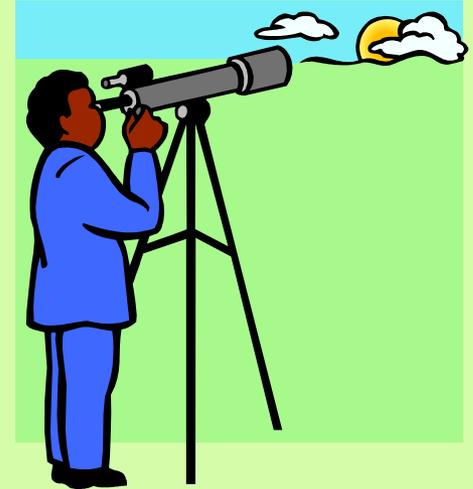




- Teammates show compassion for each other. They can identify with the pain of others, and they're compelled to help relieve it.
- Teammates forgive each other. They believe others will respond to forgiveness with a deep sense of appreciation and a desire to act responsibly.

Remember

- Together
- Everyone
- Accomplishes
- More
- With
- Organization
- Responsibility, and
- Knowledge



Stress Management

- If you do not take of yourself it will cause:
 - Physical sickness
 - Mental sickness
 - Hinder productivity
 - Hinder communication with others
 - Successful principals recognize when they are stress and learn to manage it.



Ways to deal with stress

- Take a daily break 15-20 minutes
- Exercise-3 to 5 times a week
- Eat sensibly-avoid caffeine and avoid fatty foods
- Don't hide your sense of humor
- Recognize what you can and cannot control
- Avoid gossip and rumors
- Praise achievement
- Set annual goals
- Delegate task

