

S U P A R N A S E N G U P T A

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TEAMWORK BASICS

HOW TO WORK IN A TEAM (SIMPLE RULES
THAT WORK)



THIS TOOLKIT IS DESIGNED TO HELP YOU START BUILDING YOUR SELF-REFLECTION, EMOTIONAL AWARENESS, AND PRACTICAL TEAM BUILDING SKILLS

Section 1: Team Awareness Check

Purpose: Build self-awareness around how you show up in a team.

Reflect honestly and write your responses:

1. When I work in a team, my usual role is:

- **Leader**
- **Supporter**
- **Problem-solver**
- **Planner**
- **Creative thinker**
- **Observer**

2. In team settings, I feel most confident when:

3. I feel most challenged in teamwork when:

Section 2: Teamwork Basics – Inner Alignment

Read each statement and rate yourself
(1 = Rarely, 5 = Always):

I understand and align with the team's common goal.

1 2 3 4 5

I respect roles and boundaries within the team.

1 2 3 4 5

I communicate clearly and calmly.

1 2 3 4 5

I actively listen without interrupting.

1 2 3 4 5

I contribute positively to team energy.

1 2 3 4 5

Reflection: Which area needs the most improvement right now?

Section 3: How I Work in a Team (Behavioral Reflection)

Answer in short sentences:

1. One strength I bring to a team:

2. One habit I need to improve:

3. When I receive feedback, I usually:

- Get defensive
- Feel uncomfortable but reflect
- Appreciate and apply it

4. A healthier response I choose moving forward:

Section 4: Effective Teamwork – Emotional Intelligence Lens

Complete the following:

- When conflict arises in a team, I usually feel:

- My usual reaction is:

- A more emotionally intelligent response would be:

Reframe Practice:

Instead of thinking:

I choose to think:

Section 5: Communication & Connection Practice

Write one sentence you can practice in teams:

- To clarify expectations:

- To offer support:

- To address conflict respectfully:

Section 6: Personal Teamwork Growth Plan

My Top 3 Teamwork Commitments:

1. _____

2. _____

3. _____

Weekly Reflection Prompt:

This week in my team, I showed up as someone who:

Closing Affirmation:

“I am a respectful communicator, a reliable contributor, and a calm problem-solver in every team I am part of.”