

CHAPTER SUMMARY

Section 5.1

Teamwork Skills

Teamwork skills are valuable throughout life and have a variety of benefits. By cooperating, team players can accomplish more than they can as individuals. The different roles that team members play can help or hinder the team's success. Sometimes groups work well together but make poor decisions. Teams must find ways to divide tasks fairly and make effective group decisions.

Section 5.2

Leadership Skills

Effective leaders usually have specific skills and qualities, and they practice ethical leadership. Different leadership styles can be useful depending on the situation. There are four common leadership styles many leaders use. Most groups face conflicts that they must work to resolve. Good leaders encourage team members to find solutions and maintain good relationships.