

## WORKING EFFECTIVELY AS A TEAM

The only way that production teams can collaborate effectively is to have a "can do" attitude, even when working with co-workers that demonstrate different communication styles.

In the professional world of filmmaking, you usually can't choose your co-workers, but you sure are happy to have the opportunity to make a film and get a paycheck! If you can work well with others...even those you feel are difficult to work with...you will get a great reputation and be hired for future jobs. Treat this school experience as if you are already a professional. ☺

Usually Helpful	Usually Destructive
1. <b>Encouraging:</b> being friendly, warm; accepting others and their contributions; giving to others	Being cold, unresponsive; rejecting others' contributions, ignoring others
2. <b>Expressing Team Feeling:</b> sensing mood in the team, sharing own feelings	Ignoring reactions of the team, refusing to express own feelings
3. <b>Harmonizing:</b> attempting to reconcile disagreements, encouraging members to explore differences and similarities	Irritating or needling others, encouraging disagreement for its own sake, using emotion-laden words
4. <b>Compromising:</b> offering compromise position, yielding status, admitting errors	Defending position or idea, withdrawing, rejecting others' suggestions, demanding acceptance of idea
5. <b>Gate-Keeping:</b> keeping lines of communication open, inviting others' participation, listening	Ignoring miscommunication, failing to listen to others, ignoring expressed team needs
6. <b>Setting goals:</b> helping team stay aware of team direction and progress	Going own way, ignoring team goals and standards
7. <b>Testing for agreement:</b> asking for opinions to learn if team is nearing a decision	Attention to own needs, failing to note team direction, refusal to express or commit to decision
8. <b>Comic Relief:</b> using humor to relieve tension	Using humor to get attention and distract the team from task
9. <b>Task Commitment:</b> staying with the team's stated task	Pulling the team onto a topic that meets own immediate needs

Usually Helpful	Usually Destructive
10. <b>Initiating:</b> proposing, suggesting	Waiting for others to initiate, withholding
11. <b>Seeking Information:</b> asking for details, understanding need for information	Ignoring need for facts, lacking understanding of need for details
12. <b>Giving Information:</b> offering facts relevant to team concern	Avoiding facts, withholding relevant information, stating prejudices
13. <b>Seeking Opinions:</b> asking for reactions, feelings, seeks ideas, suggestions, estimates, values	Considering others' opinions, ideas, or feelings relevant
14. <b>Giving Opinions:</b> stating beliefs when asked, or when relevant to team concern	Stating irrelevant opinions or ideas needed by team
15. <b>Clarifying:</b> interpreting ideas, clearing confusion, defining terms	Ignoring confusion by others, expressing irritation with confusion expressed by others
16. <b>Elaborating:</b> giving examples, explaining meaning	Refusing to explain or show meaning, lacking consideration for those who do not understand
17. <b>Summarizing:</b> restating discussion, pulling together related ideas, stating a conclusion	Moving ahead without checking with team, letting others "figure it out"
18. <b>Questioning:</b> asking questions to "take the pulse" of the team	Ignoring the need to check for understanding, consensus, or the need for facts