



# Skill Passport

Track your progress

My name is:

I work at:



**Skills Builder**  
PARTNERSHIP

# Welcome to your Teamwork passport!



This is a place for you to record all the steps you are taking to improve your Teamwork skills. Showing great Teamwork skills is really important as it helps you work well with others, contribute to group decision making and improve the team.

Seek guidance from a teacher or mentor, to identify which step to start on. When you show a skill step, you (or your mentor) will write a clear example from curriculum lessons, projects and extra-curricular activities. When you've shown the step at least three times with different examples, you will be ready to tick it off on the back of your passport and move to the next step.

**STEP**  
**0** I work with others in a positive way



EXAMPLE 1



EXAMPLE 2



EXAMPLE 3

STEP

1

I work well with others by behaving appropriately



EXAMPLE 1



EXAMPLE 2

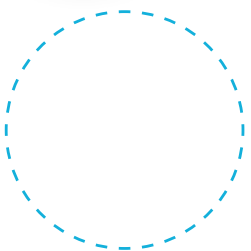


EXAMPLE 3

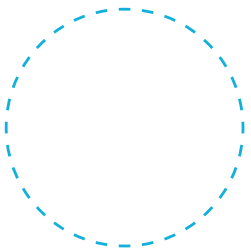
STEP

2

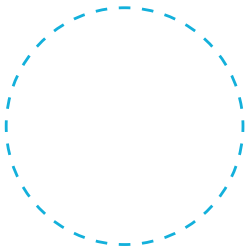
I work well with others by being on time and reliable



EXAMPLE 1



EXAMPLE 2



EXAMPLE 3

STEP

3

I work well with others by taking responsibility for completing my tasks



EXAMPLE 1



EXAMPLE 2



EXAMPLE 3

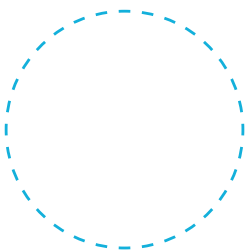
STEP

4

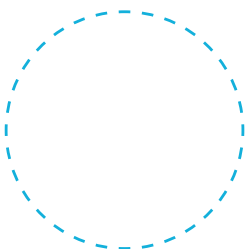
I work well with others by supporting them if I can do so



EXAMPLE 1



EXAMPLE 2



EXAMPLE 3

STEP

5

I work well with others by understanding and respecting diversity of others' cultures, beliefs and backgrounds



EXAMPLE 1



EXAMPLE 2

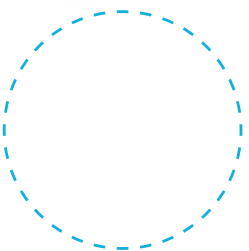


EXAMPLE 3

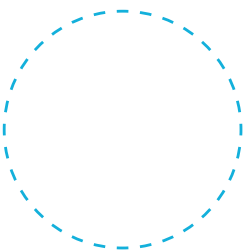
STEP

6

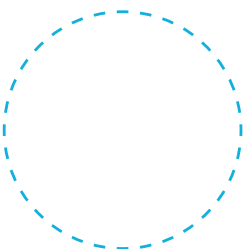
I contribute to group decision making



EXAMPLE 1



EXAMPLE 2



EXAMPLE 3

STEP

7

I contribute to group decision making, whilst recognising the value of others' ideas



EXAMPLE 1



EXAMPLE 2



EXAMPLE 3

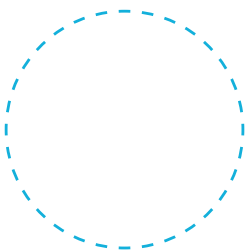
STEP

8

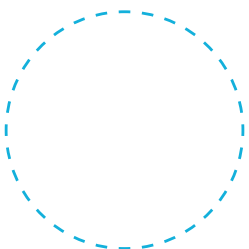
I contribute to group decision making, encouraging others to contribute



EXAMPLE 1



EXAMPLE 2



EXAMPLE 3

STEP

9

I improve the team by not creating unhelpful conflicts



EXAMPLE 1



EXAMPLE 2



EXAMPLE 3

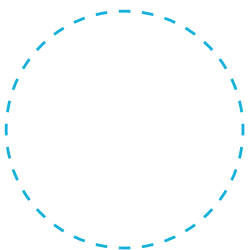
STEP

10

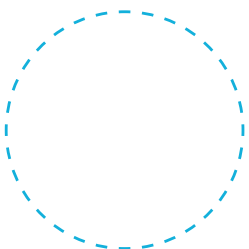
I improve the team by resolving unhelpful conflicts



EXAMPLE 1



EXAMPLE 2



EXAMPLE 3

STEP

0

I work with others in a positive way

STEP

1

I work well with others by behaving appropriately

STEP

2

I work well with others by being on time and reliable

STEP

3

I work well with others by taking responsibility for completing my tasks

STEP

4

I work well with others by supporting them if I can do so

STEP

5

I work well with others by understanding and respecting diversity of others' cultures, beliefs and backgrounds

STEP

6

I contribute to group decision making

STEP

7

I contribute to group decision making, whilst recognising the value of others' ideas

STEP

8

I contribute to group decision making, encouraging others to contribute

STEP

9

I improve the team by not creating unhelpful conflicts

STEP

10

I improve the team by resolving unhelpful conflicts