

# Things 'To do' and 'Not to do'

## if you are given the Team Role of ...

Team Roles	Do...	Don't...
<b>Plant</b> 	Come up with ideas and suggestions for solving problems and working out solutions. Invent a new way of tackling the issues in hand. Create an original piece of work. Look at things from a different angle.	Evaluate your own ideas. Keep strong ownership of your own ideas when co-operation with others would yield better results.
<b>Resource Investigator</b> 	Go outside the group to initiate new contacts. Develop others' ideas. Use your energy to build up other people's enthusiasm. Search out new markets. Negotiate with others.	Let people down by neglecting to follow up arrangements. Talk too much so others are prevented from contributing.
<b>Co-ordinator</b> 	Clarify the team's priorities and delegate work effectively. Bring others into discussions when you think they have things to contribute. Praise and encourage others.	Take credit for the effort of the team. Overplay your status. Neglect to do your fair share of the work.
<b>Shaper</b> 	Get things moving. Stop complacency and laziness. Be honest, straightforward and open with others. Make sure the team are achieving goals. Push things forward.	Hold grudges or become overbearing. Lose your sense of humour when the going gets tough.
<b>Monitor Evaluator</b> 	Provide a balanced opinion on all ideas and options. Be ready to explain what actions you prefer and why. Stop ill-considered courses of action. Take your time over your decisions.	Be seen by the team as a cynic. Give a negative reaction to everything you hear. Dampen the positive approach of the team.
<b>Teamworker</b> 	Promote good team atmosphere by reacting to the needs of others and defusing any hostility. Be versatile in taking on the work the team requires. Use your popularity to win support for ideas when needed.	Avoid situations that may entail pressure. Side with the most dominant owing to a desire to please.
<b>Implementer</b> 	Organise systems. Ensure you and others follow established procedures. Get down to the practical issues. Be loyal to your organisation and people within it. Try and turn ideas into action.	Obstruct change. Be resistant to new ideas in the team.
<b>Completer Finisher</b> 	Try to raise standards and promote excellence in all you do. Concern yourself with verifying that the details are right. Check other people's work and root out errors.	Allow perfectionism to turn into obsessive behaviour. Dwell on trivial issues.
<b>Specialist</b> 	Show your enthusiasm for a particular subject and learn what you can about it. Keep your knowledge and skills up to date. Use your expertise to inform others.	Overload people with unnecessary information or ignore factors outside your area. Become over-protective of your work and deny access to others.