

# **A**merican **T**rainin**G** **R**esources, **I**nc.

## **QUESTIONNAIRE**

### **“Teamwork: Achieving Success”**

Date \_\_\_\_\_

Employees Name \_\_\_\_\_

Employee I.D. Number

or \_\_\_\_\_

Employee S.S. Number

Signature \_\_\_\_\_

The following questions are related to the video you just viewed. It is to test your understanding of the information that was on the program.

**PLEASE ANSWER ALL QUESTIONS**

# QUESTIONNAIRE

Please circle correct answer where applicable.

1. A team can be defined as “two or more people working together to achieve a common goal.”

True

False

2. The results achieved by an effective team will be far greater than if an equal number of individuals are working independently.

True

False

3. Circle the seven benefits of teamwork for you as an individual:

Empowerment

Less paperwork

More time in meetings

Improved product quality

Better productivity

Improved morale & motivation

Multi Skilling

Power

Increased participation

Improved cooperation

4. Effective teamwork in a restaurant is more important than in:

a) an office

b) a hospital

c) a manufacturing facility

d) none of the above, teamwork is important everywhere.

5. There are ten major factors that will help you become an effective team member. Name five of them.

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. Good communication, among team members is a key element in an effective team.

True

False

7. Never disagree with the team leader, his or her comments are final. If you have a different opinion on a subject you should not attempt to discuss it.

True

False

8. A successful team will never have any conflict or disagreement among it's members.

True

False

9. Team diversity is very important and should be used as a strength toward the team.

True

False

10. Working as part of a successful team will give you a sense of fulfillment and satisfaction.

True

False

11. Are you currently a member of a team within you organization?

Yes

No

If yes, can you list the major goals of your team:

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12. Whether you are already part of a team or about to become a team member, do you have any suggestions on how your team can be a successful one.

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# ANSWERS TO QUESTIONNAIRE

## “Teamwork: Achieving Success”

1. True
2. True
3. Empowerment  
Increased sense of participation  
Better productivity  
Improved morale & motivation  
Improved product quality  
Multi Skilling  
Improved Cooperation
4. d)
5. Communication  
Clear purpose and a plan of action  
Well defined roles and work assignments  
Respect and support fellow team members  
The ability to disagree  
Consensus  
Flexibility  
Positive Relationships  
Respect for team diversity  
Self assessment
6. True
7. False
8. False
9. True
10. True
11. Answer will vary
12. Answer will vary