

Leadership and Teamwork Feedback

Consider the following description of the qualities of a good leader and member of a team.

LEADERSHIP AND TEAM-MEMBER QUALITIES OF A BYU CHEMICAL ENGINEER

Effective leadership and teamwork include management of self, contribution to the development of others, and organizational effectiveness.

By developing the following qualities, a BYU chemical engineer can be a leader and team member in every setting, whether it be in a small team, a corporation, or in our globalized society.

Management of Self

1. Exhibits high ethical and professional standards.
2. Has a positive attitude and is pleasant to work with.
3. Is reliable and can be counted on to accomplish tasks in a manner that exceeds expectations.
4. Takes initiative rather than waits for assignments.
5. Follows as well as leads.
6. Identifies problems **and** solutions.
7. Receives criticism, evaluates personal performance, and improves when needed.
8. Is an effective communicator, including being a good listener.

Development of Others

9. Understands the personality traits and recognizes the strengths and contributions of others.
10. Is culturally sensitive and works effectively with people from diverse backgrounds.
11. Gives honest and constructive feedback to others.
12. Facilitates the contribution of others and is concerned with their success.
13. Creates a collaborative and inclusive environment.

Organizational Effectiveness

14. Develops vision within the scope of their responsibility
15. Exhibits good project management skills including establishing goals, planning tasks, and meeting objectives.
16. Exhibits good team management skills including sharing leadership and building consensus
17. Works well with others in accomplishing tasks.

In light of this description of a leader, do the following:

Leadership/Teamwork Review:

1. Provide each member of your team with a written (email) statement describing at least two strengths he or she possesses. (Copy the strengths from above)
2. Provide each member of your team with a written (email) statement describing at least two aspects of *teamwork* or *leadership* where improvements are needed. (Copy the strengths from above)

Leadership/Teamwork Report:

1. Based on the comments of your group members from the Leadership Review, create an *email* (*not an attachment*) to the instructor that contains the following information:
 - a. List, in outline form, each strength and weakness provided to you by your teammates.
 - b. Select at least one of the weaknesses and develop a goal to improve in that area during the next lab experience. Note that you will be graded at the end of the next lab on your efforts to achieve the goal.
 - c. Rate yourself in 5 areas of an effective team member in the table below.
 - d. If applicable, describe your efforts to achieve the goal you previously set based upon the feedback from a prior teamwork experience.
 - e. If you have any serious concerns about one of your teammates that you want to share with the instructor anonymously, please include the comments on your feedback document.
2. Email the completed feedback document (strengths, weaknesses, goals) to your instructor. The subject line should read "*Firstname Lastname – Leadership Report*" where you replace *Firstname*, and *Lastname* with your first and last names, respectively (e.g. Tommy Knotts – Leadership Report).

Self Rating of Being an Effective Team Member

Did I....	Rating (1 low, 5 high)
Provide leadership?	
Create a collaborative and inclusive environment?	
Establish goals?	
Plan tasks?	
Meet objectives?	