Do’s and don’t’s bank

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| Do’s | Don’ts |
| Be sensitive to people's feelings  Be patient  Be willing to listen  Be willing to compromise  Encourage each other  Be organised  Make sure everyone knows what they need to do  Help each other  Appreciate each others effort  Have clear goals  Provide constructive feedback  Attend all team meetings  Have a sense of humour  Communicate  Be nice  Be respectful of each other’s differences  Be enthusiastic | Assume everyone thinks like you  Expect everyone to participate equally  Give up at the first sign of tension or conflict  Talk behind people’s backs  Criticise each other  Put the blame on individual team members  Make negative comments  Be a perfectionist  Don’t scream, yell or get physically or verbally aggressive  Take control of the group  Ignore other people’s ideas or feedback  Give up too easily  Complain all the time  Be afraid to make mistakes  Waste time |