**HS II-Teamwork Review**

1. What type of leader guides the group, has an “open door” policy and makes decisions based on the “good” of the team?
2. Name 4 qualities of an effective leader.
3. Name the 5 stages of team building.
4. The first stage of team building is called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and is also known as the awareness stage. During this stage the team meets to gather information.
5. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a dictator. This leader will not delegate and instills fears of punishment in the team.
6. Name the 7 characteristics of an effective team.
7. Which characteristic of an effective team occurs when a pledge or promise has been made?
8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is when an effective team works together with an open-mind and a positive attitude to resolve differences or to make improvements.
9. The stage of team building that requires a lot of patience because conflict occurs when members don’t agree is called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
10. The team just completed building a float for the H.O.S.A. club. This stage is called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
11. Name the 4 “A’s” of the reactive strategies involved in managing team conflict.
12. A new nurse is joining the Labor and Delivery team. The supervisor does not want to change the schedule until the new employee arrives. The supervisor is using the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ strategy.
13. Jackie suddenly became sick and could not finish working her shift. The charge nurse assigned Jackie’s patients to Shane and Desiree. The charge nurse used the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ strategy.
14. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the stage of team building where the team comes together to express their ideas about building a float for the parade and make detailed plans.
15. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ leader is informal and sets minimal rules.
16. Define common purpose of effective teams.
17. Name the 4 roles and responsibilities of the health care team.
18. When everyone on the team is in general agreement and they are willing to work through conflicts, this is called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
19. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the stage of team building where the team works together to build the H.O.S.A float for the parade.
20. Define free communication.
21. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a reactive strategy when we must sacrifice and yield to another person.
22. Allie just found out that she is going to have to have surgery next week on her ankle. She will be out of work for one week. What strategy will the supervisor use to “fix” the schedule for the week?
23. Name 3 advantages to a health care agency of having an effective health care team.
24. What is the best strategy to use to prevent team conflict?
25. What should occur when the team effort has adjourned?