

Elements of an Effective Work Environment

Individually, you will identify characteristics and qualities of employees which promote an effective work environment.

Match each characteristic below with the four qualities of a successful work group that it illustrates.

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| <p>_____ 1. Employees know how to make effective decisions</p> <p>_____ 2. Employees know how to manage time</p> <p>_____ 3. Employees feel their input is important</p> <p>_____ 4. Employees know what the mission statement stands for</p> <p>_____ 5. Employees know how to prioritize tasks</p> <p>_____ 6. Employees communicate effectively</p> <p>_____ 7. Employees work well on teams</p> <p>_____ 8. Employees have adequate resources to complete the tasks</p> | <p>A. The workplace group has goals.</p> <p>B. The workplace group is cohesive</p> <p>C. The workplace group has an appropriate setting</p> <p>D. The workplace group has structure</p> |
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Explain the importance of employee roles at the workplace. Provide examples of what could happen if employees do not carry out their roles.

Employee Roles	Importance	Example
Ability to communicate effectively		
Cooperate and appropriately accept responsibility		
Be a team player		
Exhibit self-control		