

## (Key) Elements of an Effective Work Environment

Individually, identify the characteristics and qualities in 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>___ <b>A</b> ___ 1. Employees know how to make effective decisions</p> <p>___ <b>D</b> ___ 2. Employees know how to manage time</p> <p>___ <b>B</b> ___ 3. Employees feel their input is important</p> <p>___ <b>D</b> ___ 4. Employees know what the mission statement stands for</p> <p>___ <b>A</b> ___ 5. Employees know how to prioritize tasks</p> <p>___ <b>B</b> ___ 6. Employees communicate effectively</p> <p>___ <b>C</b> ___ 7. 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	Employees need to be able to understand each other to be effective.	Answers will vary
Cooperate and appropriately accept responsibility	Employees need to be cooperative and responsible to achieve the goals of the business.	Answers will vary
Be a team player	Teamwork means combining individual efforts to reach a shared goal. Working as a team in the workplace is crucial for success.	Answers will vary
Exhibit self-control	Listening carefully and controlling actions and words, can result in a productive setting to work in and can provide consistency for the group.	Answers will vary