**TEAMWORK AND LEADERSHIP KEY TERMS**

* **Functional team** –a group of people from one department working together to reach acommon business goal
* **Cross-functional team** –a group of people from two or more departments workingtogether to reach a common business goal
* **Self-directed team** –a team responsible for choosing its own methods of reaching its goals, working without outside supervision
* **Team planning** –a process that involves setting goals, assigning roles, andcommunicating regularly
* **Facilitator** –a member of the team who is appointed to coordinate tasks so that the teamworks efficiently
* **Leadership** –motivating or influencing others to work toward a goal
* **Leadership style** –how you behave when you oversee other people
* **Code of ethics** –rules for professional practice and behavior