

# **Co-operantics**

## **People skills for co-operatives**

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### **An effective team:**

- ★ Sets clear goals and objectives
- ★ Prepares and implements a plan of action including allocation of resources
- ★ Manages its time well
- ★ Has agreed procedures for decision making
- ★ Ensures participation by all members
- ★ Listens and builds on each others' contributions
- ★ Recognises and deals effectively and constructively with conflict
- ★ Deals with issues in an open way
- ★ Considers feelings to be as important as other issues and deals with them  
openly and sensitively
- ★ Regularly reviews individual and group development needs
- ★ Regularly reviews its progress and learns from the experience