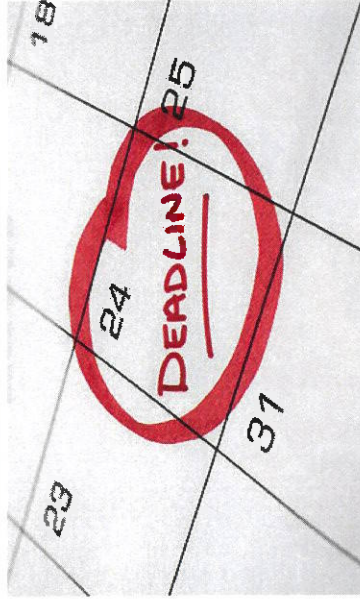


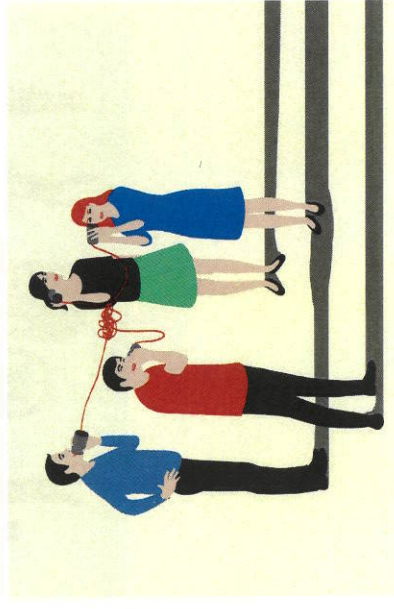
- **DIVIDE TASKS AND ALLOCATE THEM TO ONE PERSON/PAIR/GROUP**



- **SET DEADLINES AND MAKE SURE EVERYONE IS AWARE OF THE SCHEDULE**



- **BE CLEAR, CONCISE AND ACCURATE WHEN GIVING INSTRUCTIONS**



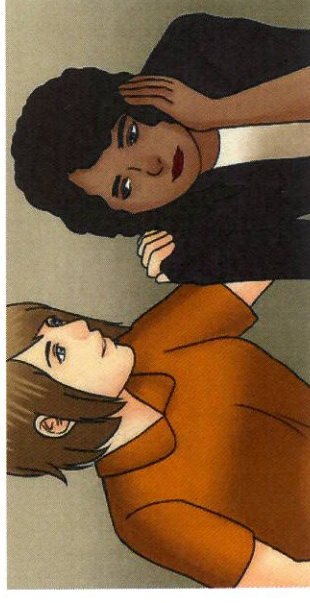
- **ASK QUESTIONS WHEN SOMETHING IS CONFUSING, OR TO MAKE SURE YOU HAVE BEEN UNDERSTOOD**



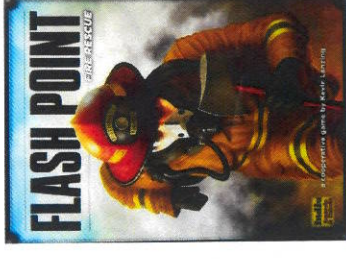
- **FAVOUR COOPERATION AND THE INVOLVEMENT OF ALL MEMBERS TO GAIN FROM EVERYONE'S EXPERTISE**



- **BE AWARE AND TRY TO UNDERSTAND THE REACTIONS (VERBAL OR NON VERBAL) OF YOUR TEAMMATES**



- **WHEN CONFLICTS OR PROBLEMS HAPPEN, DEAL WITH THEM QUICKLY**



- **DISAGREEMENT MAY HAPPEN WITHIN THE GROUP. BE READY TO COMPROMISE**



- **ACKNOWLEDGE WHEN GOOD WORK IS DONE AND LET YOUR PARTNER(S) KNOW IT**

