



**ARIZONA COURT SUPERVISOR PROGRAM**  
**Worksheet**



**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Court:** \_\_\_\_\_ **Phone number:** \_\_\_\_\_

**Course:** \_\_\_\_\_ **Date Completed:** \_\_\_\_\_

After viewing the following resource please complete and submit this worksheet. Be sure to utilize the Job Aids, SkillBriefs and Follow-on Activities found in each class.

**LEADING TEAMS: LAUNCHING A SUCCESSFUL TEAM**

**Supervisor Essential Skill – Effective Communications**

**Learning Objectives:**

1. Practice effective communication techniques for situations where there may be high emotions, disagreement or high risk.
2. Effectively communicate work assignments

1. Please explain the differences between a work group and a team.

2. Name the three benefits to your court of a “team” approach?

- 1.
- 2.
- 3.

3. List in order the 5 stages of team progression. Briefly explain the characteristics of each stage.

- 1.
- 2.
- 3.
- 4.

- 5.
4. What is your role as the supervisor in each stage of team development?
  - 1.
  - 2.
  - 3.
  - 4.
  - 5.
5. List the 3 criteria you can use to help you select team members.
  - 1.
  - 2.
  - 3.
6. Have you ever formed a new team at your court? If yes, what are 3 problems you encountered? How did you manage these problems? If no, what are 3 problems you may expect to encounter? How would you handle each problem?
7. What procedures, processes or techniques discussed in this course will you use in your court? Give a brief explanation of how you will use these ideas.

**I certify that I spent \_\_\_\_\_ hours completing this unit (CBTs and worksheet) not including breaks.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Original worksheet is to be returned with ACS program checklist upon completion of all ACS requirements. A copy may be sent to your training coordinator if you wish to receive COJET credit.**

**Please complete the evaluation for this topic online at <https://www.surveymonkey.com/r/acsonline5>**