

# JOB ROLE – ASSISTANT FASHION DESIGNER

Sector – Apparel, Made-Ups and Home Furnishing  
(Qualification Pack Code: AMH/Q 1210)  
Class XI



PSS Central Institute of Vocational  
Education Shyamla Hills, Bhopal – 462 013 ,  
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# **UNIT 6: COMPLIANCE TO LEGAL, REGULATORY AND ETHICAL REQUIREMENTS**

## **Session 3: Teamwork and support to supervisor**

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# Session Objectives

The students will be able to:

- Gain knowledge of teamwork.
- Explain about ways to provide support to supervisor and team members for enforcement of company policies and procedures.

# TEAMWORK- INTRODUCTION & IMPORTANCE



A team is a group of individuals working together to achieve a common goal.

Teamwork is when a group of people work together to achieve a common goal.

In teamwork individual strengths and skills are combined to achieve the vision and mission of the company.

It requires overcoming personal conflicts and disagreements.

Efficient teamwork is crucial to success of any business organization or company.

# Advantages of teamwork

Team efforts are associated with many advantages:

- ✓ Work gets done faster and is more likely to get done when more people are involved,
- ✓ Relations among employees improve, and
- ✓ Members of the team learn from each other's characters, feedback and contributions to the team.

# PROVIDING SUPPORT TO SUPERVISOR & TEAM MEMBERS TO ENFORCE COMPANY POLICIES AND PROCEDURES

Implementation of policies and procedures cannot be done without the support of employees.

Every employee must provide support and cooperation to the supervisor and other team members for effective implementation of company policies & procedures.



# WAYS TO SUPPORT SUPERVISOR

Maintaining effective communication

being an effective listener

Following policies & procedures

Be responsible

Be dependable

Prior sanction of leave/ late arrivals

Be punctual

Offer useful solutions

Learn to adapt and be open to learn

Make your supervisor's and team member's work easier

Take charge and volunteer

Spot real problem

Speak to your supervisor & team members

Prioritize & organize

# Summary

In this session you have learnt about teamwork and ways to provide support to supervisor and team members for enforcement of company policies and procedures.

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