**TEAMWORK AND LEADERSHIP KEY TERMS**

1. **Functional team** –a group of people from one department working together to reach acommon business goal
2. **Cross-functional team** –a group of people from two or more departments workingtogether to reach a common business goal
3. **Self-directed team** –a team responsible for choosing their own methods of reachingtheir goals, working without outside supervision
4. **Team planning** –a process that involves setting goals, assigning roles, andcommunicating regularly
5. **Facilitator** –a member of the team who is appointed to coordinate the tasks so that theteam works efficiently
6. **Leadership** –motivating or influencing others to work toward a goal
7. **Leadership style** –how you behave when you are in charge of other people
8. **Code of ethics** –rules for professional practice and behavior