

Fundamentals of Business Communication © 2012

Chapter 4: Communicating and Working in Teams–Glossary

autocratic. A leadership style in which the leader determines policy, procedures, tasks, and responsibility of each team member or employee within the company.

democratic. A leadership style in which the leader encourages all members of a group to participate and share ideas equally.

encourager. An informal team member role who is positive and influences others to be positive when challenges occur.

facilitator. A team member role who helps the team work through each step of completing a task to come up with a solution.

formal team. Teams created for a specific and organized purpose and have an appointed leader and members are chosen based on talents and skills.

informal team. Teams that come together usually for a social purpose.

laissez-faire. French for “let do” or “let it be”; the leader using this leadership style allows each group member to complete his/her task without supervision.

leader. People who can motivate and direct others and who can improve a process or situation.

leadership. The ability to motivate or guide others.

leadership style. The way in which a manager or team leader leads employees or team members; there are three basic leadership styles—laissez-faire, democratic (or participatory), and autocratic.

parliamentary procedures. Rules for conducting a meeting, where the majority rules, but the minority is respected.

recorder. Team member responsible for creating minutes, which is a written record of the meeting that can be used as reference for progress of completing the task.

skeptic. An informal team member role who challenges the team to prove the solution is correct.

team. Two or more people working together to reach a goal.

timekeeper. Team member responsible for watching the clock to make sure meetings start and end on time.

virtual team. A formal team whose members are in different locations.