

Becoming a Team

2 or more people
+ working together
+ common goal
= A Team

A team must:

Decide how to Communicate Effectively (Interpersonal)



- Problem management
- Positive interdependence
- Process for conflict
- Planning for next steps
- Analysis of work done
- Individual accountability
- Agreed upon goals & timelines
- Supportive & constructive feedback
- Group members & project process
- Respect & listen; no blame

Decide what is Important and Measure this (Task)



- Come prepared/ Prepare materials
- Offer ideas and suggestions
- Provide information & Identify resources
- Ask for clarification/feedback
- Solicit others' participation
- Keep group on task
- Be easy to work with
- Make presentations
- Participate in discussions
- Manage group conflict

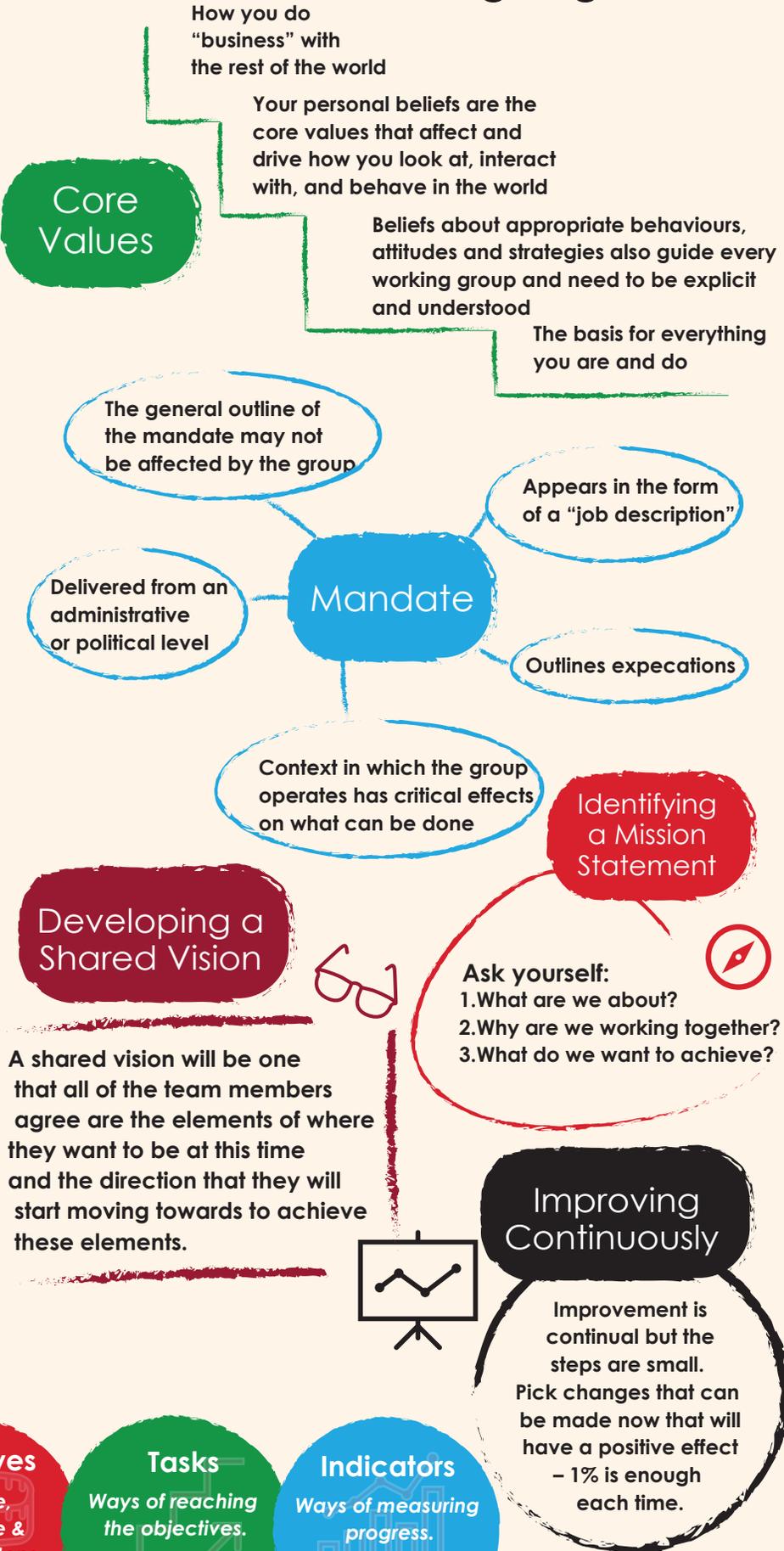
Acknowledge Success and Aim for Improvement (Next Steps)



- What did we do to reach our goals & keep the team charter?
- How can we do better for next time?

Team Celebration

Framework for Working Together



Determining Appropriate Goals

Target
Where we expect to get to realistically balanced with time & resources.

Objectives
Identifiable, measurable & achievable steps.

Tasks
Ways of reaching the objectives.

Indicators
Ways of measuring progress.