

A blue square graphic with a white border, containing the text 'TEAM Standards Overview'.

**TEAM**  
**Standards**  
*Overview*

## 2. What are the Team Standards required in each phase?

### BUILDING

#### 1. TEAM CREATION

Transition, Core competence and Functional Skills, Team Rules

#### 2. TEAM PLAN

Team Purpose, Goals, Strategies, JDs, Timeline, Budget, Team Development Goals

#### 3. INDIVIDUAL PLAN

Initial LDA, Personal Development Plan



### PERFORMING

#### 4. RESULTS ELEVATION

Practical Learning, Team Working Times, Team Incentive System

#### 5. PERFORMANCE TRACKING

Accountability System, Individual Tracking Meetings, Team Weekly/Monthly/Quarterly Review

#### 6. SUPPORT SYSTEM

LEAD Spaces, Team Meetings, O2Os, Team Days, Feedbacks



### CLOSING

#### 7. TEAM DEBRIEF

Reporting on results, Team Development review, Feedback

#### 8. TRANSITION

Knowledge and Skills transition, Documents and Tools transition, Suggestions of next steps and way forward

#### 9. INDIVIDUAL DEBRIEF

Final LDA, Final Personal Development Plan Review





# BUILDING

*People start to work together and understand who is in the team, what the team is about and what it's set to achieve together, and what's their individual contribution.*

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**Transition:** ensuring that predecessor will transfer all knowledge and tools available



**Functional Skills and Core competence:** understanding what function and team are about - competence on how to lead team and do operations



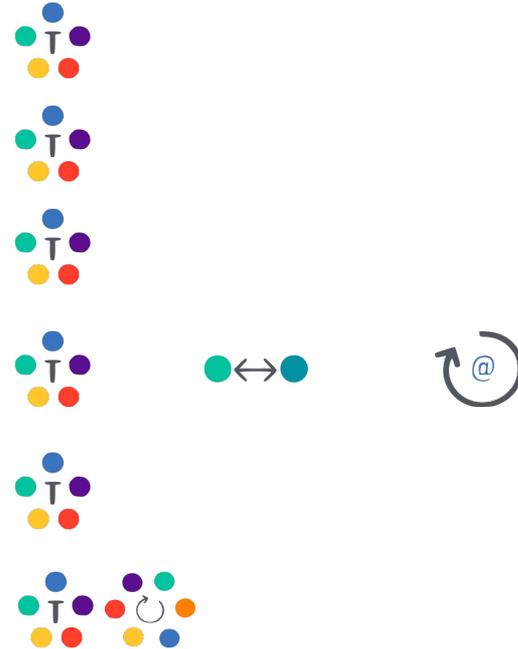
**Team Rules:** getting familiar with team to co-create basic norms and expected behaviors in accordance to organizational values



*All Values should be lived through all Team Standards.  
Check what are the recommended GLEs for each topic.*

## 2. TEAM PLAN

- ✓ **Team Purpose:** creating a picture of success for the team and connecting with individuals
- ✓ **Goals:** defining targets and measures of success for the team
- ✓ **Strategies:** defining strategies for achieving goals and purpose, in terms of projects/plans
- ✓ **JDs and Timeline:** allocating plan's tasks to specific individuals, and creating a clear and logical order of things that should be done, with clear deadlines
- ✓ **Budget:** predicting incomes and expenses over the team duration
- ✓ **Team Development Goals:** understanding team dynamics and how each member can contribute to each other for a common goal

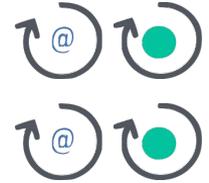


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 **Initial LDA:** ensuring that all members take initial Leadership Development Assessment

 **Personal Development Plan, which include:**

- **Competence Development Plan:** aligning individual development plan with LDA results, competence assessment and individual motivation for learning
- **Personal Functional Goal:** setting performance goal aligned with members' JDs and ambitions
- **Individual Action Plan:** making plans for achieving personal development and operational goals throughout team experience in accordance to organizational values and competence



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# PERFORMING

*Progress can be improved and tracked both for the team and individually. It's where operations actually happen and where competence are developed on ground.*

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# 4. RESULTS ELEVATION



**Practical Learning:** incentivizing members to learn by doing operations and activities on ground



**Team Working Times:** creating spaces for the team to work together to achieve more results.  
Recommended to be weekly



**Team Incentive System:** aligning performance measurements with competence and values, recognizing and appreciating members and team accordingly



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# 5. PERFORMANCE TRACKING

## PERFORMING



**Accountability systems:** using tracking tools and dashboards for measuring individual and team performances in terms of achieved/plan



**Individual Tracking Meetings:** checking overall achievement of individual action plan and giving suggestions for higher performance. Recommended to be monthly



**Team Weekly/Monthly/Quarterly review:** making frequent checkpoints for reviews of the bigger picture.

\*For Quarter review, the team needs to review overall team engagement and performance, planning what's next, and how to improve)

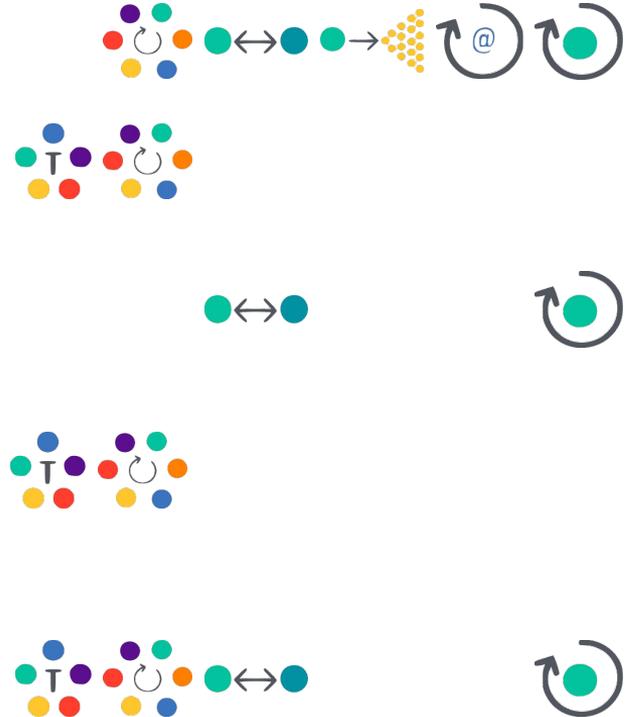


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# 5. SUPPORT SYSTEM

# PERFORMING

-  **LEAD Spaces:** creating spaces to facilitate members' inner journey, in order to develop Leadership Qualities and live the values
-  **Team Meetings:** facilitating frequent spaces for members to support each other in terms of operational gaps. Recommended to be weekly
-  **One-to-one:** facilitating individual spaces for the members to reflect on their personal development and establish next steps forward. Recommended to be monthly
-  **Team Days:** hosting spaces for the team to bond and create a good environment to perform. Recommended to be quarterly
-  **Feedback:** giving and receiving individual and team feedbacks and creating next steps for better relationships and performance. Recommended to be quarterly



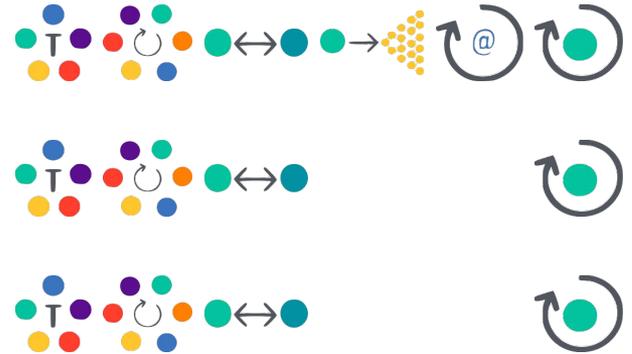


# CLOSING

*Teams and individual debrief on the experience in terms of development and results, and suggest next steps. This is the stage when transition happens.*

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- ✓ **Reporting on results:** gathering main achievements and non-achievements in terms of performance, as well as main learnings
- ✓ **Team Development Review:** recapping the journey and what happened in terms of development as a team
- ✓ **Feedback:** giving and receiving individual and team feedbacks



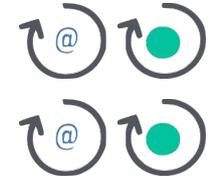
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- ✓ **Knowledge and Skills Transition:** ensuring to equip successors with key knowledge and skills needed for responsibilities and tasks. Can be done through shadowing, simulations and working side by side
- ✓ **Documents and Tools Transition:** transferring all meeting minutes, tracking tools and reports to the successors
- ✓ **Suggestions of Next Steps and way forward:** gathering main learning of things not to be repeated, and suggestions for improvements



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- ✓ **Final LDA:** ensuring that all members take final Leadership Development Assessment
- ✓ **Final Personal Development Plan Review**, which includes:
  - **Final Development Review:** reviewing development of leadership and competence based on LDA and competence assessment results
  - **Final Performance Review:** reviewing performance goal achievement and how aligned it was with members' JDs
  - **Individual Next Steps:** setting individual next steps for the members in terms of career plans



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Check what are the recommended GLEs for each topic.*



Thank you for reading!