

TEAM BUILDING

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TEAM BUILDING OBJECTIVES



- Build and serve on high-performance, effective teams
- Help meet our goals and objectives.

WHAT WILL BE LEARNED

- Dynamics and skills involved
- How to effectively communicate
- How to define roles
- How to recognize and use helpful behavior
- How to avoid and overcome destructive behavior
- Steps in team decision making and problem solving

WHAT IS A TEAM?

- A group organized to work together.
- A team is a group of individuals working together to solve a problem, meet an objective, or tackle an issue.



WHY DO TEAMS WORK?



- Whole is greater than the sum of its parts
- Individuals bring a range of talents, knowledge, experience, contacts, etc.
- Working together, a team can accomplish more

INTANGIBLE BENEFITS

- Sense of accomplishment
- Self-fulfillment
- Esprit de corps
- Get to know one another
- More participation in activities
- Enhance club/OI reputation

We know how to get things done for our kids!



BUILDING AN EFFECTIVE TEAM



- Get to know one another
- Establish consensus as to team's purpose
- Identify available resources
- Establish rules of behavior

ESTABLISH CONSENSUS FOR TEAM'S PURPOSE

- Short term team: once achieved, team disbands
- Long term team: on-going objective
 - Establish specific objectives
 - Establish its authority
 - Reach consensus on expected results
 - Establish a completion date

HELPFUL BEHAVIOR

- Be optimistic
- Be on time
- Support one another
- Be courteous
- Be open minded
- Be honest
- Participate
- Be open
- Listen
- Stay on track
- Share the work
- Complete your work
- Present ideas, comments clearly
- Be prepared

HARMFUL BEHAVIOR

- Constantly critical
- Dominate/monopolize
- Be manipulative
- Be judgmental
- Act bored/uninterested
- Do unrelated things
- Sub-conversations
- Simply agree with everything
- Avoid decisions
- Go off on tangent
- Name-calling
- Attack people/ideas

COMMUNICATIONS

*Behaviors affect
communications!*



- "to make known"
- "to have an interchange, as of ideas"
- "to express oneself in such a way that one is readily and clearly understood"

RUNNING A HIGH PERFORMANCE TEAM

- Keep each team member in the loop
- Thank dominating members for their contributions, but ask them to allow others to participate
- Get all members to participate
- Help members make their point clearly

Ways to Involve Team Members

- Pass a baton
- Ask open-ended questions
- Call directly on non-participants
- Assign specific tasks
- Ask for opinion
- Rotate team roles



Conflicts and Behavior

- Individuals attacking personalities or ideas
- Constant criticism of other points of view
- Displaying anger
- Showing contempt
- Unwilling to share the workload
- Non participation
- Gossip

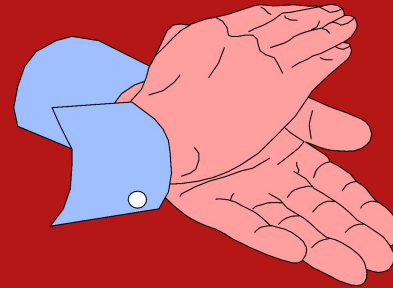
Handling Team Conflicts



- Identify/recognize problems
- Act quickly
- Formal conflict resolution an option
- Team needs to reach consensus
- Fire someone

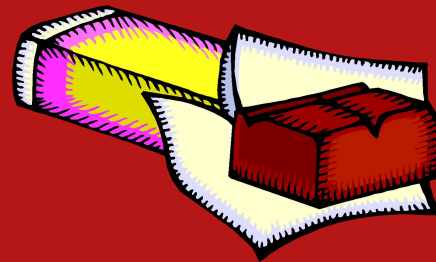
Providing Recognition

- Recognize individual team members informally and continually
- Also provide formal recognition for special accomplishments



Making Team Meetings Fun!

- Basic amenities for a comfortable meeting
- Appropriate equipment
- Good lighting and ventilation
- Quiet and place that avoids outside distractions
- Refreshments
- Icebreakers



Making Team Decisions and Solving Problems

- Gathering information
- Analyzing information
- Generating and analyzing ideas
- Examining solution alternatives
- Making decisions and gaining consensus



Solution Matrix

Possible Solutions	Cost High/Low	Ease of Implementation	Support From Other	Creates New Problems

Summary

- Importance of effective teams in solving problems
- A team is only as good as its members make it
- Every team member brings attributes
- Establish rules of behavior
- Maintain good communications
- Each member needs to participate
- Identify problems and resolve conflicts
- Recognition is important
- Make your meetings enjoyable
- Steps involved in making team decisions and solving problems
- Ways to make decisions and gain consensus