TEAM BUILDING

I.   Functional definition: Team Building is the process of producing from a "group" a more effectively functioning, productive, and cohesive "team."

II.   Characteristics (benefits and/or results) of a team

- Common goals
- Enhanced creativity
- Effective communication and feedback
- Effective decision-making process
- Effective conflict resolution
- Broadened interpersonal comfort zones
- Heightened overall effectiveness/productivity

III.   Action Statements: These statements present opportunities and/or situations that the group should pursue to encourage team building.

- Establish clearly stated <u>common</u> goals
- Plan activities in which each member's participation is essential and important.
- Encourage creative activities involving all members.
- Encourage quality communication with activities that allow or require everyone to present their ideas.
- Encourage effective decision-making by involving the greatest number of people in the decision-making process.
- Encourage effective conflict resolution through open and honest communication, coordination of diverse ideas and cooperation.
- Broaden interpersonal comfort zones by encouraging "play activities."

The pivotal result of all these practice measures would be increased effectiveness and productivity by the Team.

IV.   Specific activities to encourage teambuilding

- Brainstorming
- Effective delegation
- Ad hoc committees
- Open goal and objective setting meetings
- Individual recognition
- Schedule group work activities, i.e., painting a banner
- Group social outings - especially those that require group participation to plan and carry out.
- Structured activities designed to involve all members. (i.e., new games type activities)

V.   Characteristics of a good team member

- Aspires to be more effective
- Does not rely on first impressions of others, but keeps an open mind.
- Observes and listens carefully
- Expresses himself as frankly and openly as possible.
- Confronts disagreements and works toward resolution.
- Is not defensive - accepts limitations and feedback.
- Carefully examines problems before proposing remedies.
- Checks his perceptions and understandings.
- Builds on contributions of others, and allows others to build on his contributions.
- Defends the opportunities of others to express their views.
- Recognizes the value of maintaining morale in the team.
- Supports the team in all its endeavors.