

Top Ten Tips for Teams

1. Define the Team's **roles and responsibilities** – Teams works best when they have a clear purpose.
2. Set **working parameters** – Leadership defines the “what”, so the Team defines the “how”.
3. Tap the **individual strengths** of each Team member – different members bring different expertise to add value to the overall functioning of the Team.
4. Motivate the Team with **meaningful tasks and timelines** – this adds immediacy, importance, and tangibility to the contributions the Team will make.
5. Make Team **meetings a priority** – shorter and more frequent meetings lead to greater Team cohesiveness.
6. Create **structure and operating processes** – Team meetings need an agenda, a facilitator, decision-making criteria, and meeting notes.
7. Use Team meetings as **developmental opportunities** – have members share promising practices, point out positive Team behaviors, and introduce new challenges so the Team can find solutions.

8. Develop **multiple communication strategies** – the more the better: email groups, chat boards, in-person, question and answer, progress reports, feedback loops, and more.
9. Provide opportunity for Team-to-Team interaction – the work of one team ultimately has impact on the work of other teams, so connectivity is a must.
10. Identify Team **celebration opportunities** – benchmark progress toward the end results, as well as the outcomes.

Whether you want to strengthen your existing teams or initiate a new team-driven approach to doing business,

Kip Stottlemyer wants to help you:

- Capture the learning of **what makes teams work** (and the most common mistakes to avoid)
- **Improve working relationships** among team members and tap the strengths of each individual on the team for collective synergy
- Develop **tangible, doable action plans** to accomplish your team and organizational goals

Kip@GregNewtonAssociates.com or 760-325-4526