

10 Ingredients for a Successful Team

1. Clarity in team goals - Clear vision and specific goals
2. A plan for improvement – Define the timeframe and milestones
3. Clearly defined roles within the team - Select facilitator, match duties with talents
4. Clear communications - “Be there,” be succinct and direct
5. Beneficial team behavior ~ Ideally Team Members should:
 - initiate discussions
 - seek information and opinions
 - make suggestions
 - clarify or elaborate on ideas
 - complete assignments on time
 - keep conversation on track
 - be creative in resolving differences
 - try to ease tension in group and work through difficult matters
 - accept both praise and complaints
 - test for agreement
6. Well defined decision procedures - By poll or consensus
7. Balanced participation - All participate and share commitment to the project's success
8. Established ground rules - How to handle disagreements. Focus on ideas not people. Respect different perspectives. Attendance.
9. Awareness of the group process - See, hear and feel team dynamics, equal contribution
10. Use of a sound analytical approach - Look for causes and fix the cause, not the symptom.