

## *Development Suggestions for Teamwork*

### Suggested Readings

<b>Title</b>	<b>Author/Publisher</b>	<b>Learning Mode</b>
The Five Dysfunctions of a Team	Lencioni, Peter/2002/Jossey-Bass	Book
Team Building: Proven Strategies for Improving Team Performance	Dyer, William G./2007/Jossey-Bass	Book

### Activities

1. Describe two situations in which you were on a team that worked well together and two in which they did not. Prepare an action plan before the next team endeavor that will build on the positive situations.
2. Monitor team effectiveness and performance on an ongoing basis. Ask yourself the the questions below and share your responses in a team meeting and ask your coworkers to do the same. You might want to do this on a quarterly basis or whenever you observe a drop in team performance and/or morale.
  - What’s really good about working on this team?
  - What’s not so good?
  - We work best on this team when ....
  - My job on the team could be made easier if ....
  - I’m unclear about ....
  - I could work more effectively on this team if ....
  - We could have more fun on this team if we ....
3. Use a framework to help you meet the needs of your team and address the issues/concerns that a team typically has in each stage of its development. A suggested framework is provided below.
  - Stage 1 – Orientation: Why am I here?
  - Stage 2 – Trust Building: Who are you?
  - Stage 3 – Goal Clarification: What are we doing?
  - Stage 4 – Decision-making: Which way?
  - Stage 5 – Implementation: How?
  - Stage 6 – High Performance: Wow!
  - Stage 7 – Renewal: Why continue?

*Development Suggestions for Teamwork, continued*

Tips

1. To promote teamwork, pitch in to do any kind of work when help is needed.
2. Make sure you understand the purpose of the team.
3. Accept ownership for team decisions.
4. Make sure you understand how you will communicate within the group and how decisions will be reached.