12 “Cs” FOR BUILDING A TEAM THAT WORKS

TIPS FOR BUILDING A TEAM THAT COMMUNICATES AND IS EFFECTIVE.

CONNECTIVITY SPECIALISTS
BoB Clubs, Strategic Network Development & Staff Training, Direction Services - HR Audits, Staff Training & Workshops, Partnerships

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PLUSONE DYNAMICS
SERVICES THAT BENEFIT

IT'S THIS SIMPLE…

WE are about building connected networks and teams that are engaging and work effectively. We assist our clients with expanding their online and offline networks by delivering workshops and effective networking strategies combined with team building focused on the differences in peoples’ preferred communication styles.

OUR CLIENTS…

CAN also partner with us via our flexible bespoke partnership agreement which engages us to 'reach out' and then leverage off our large and growing international professional network.

WE assist our clients with identifying and qualifying new business prospects in pre-determined desired markets and then facilitating a beneficial introduction to key stakeholders.

OUR PARTNER COMPANY...

BUSINESS OVER BREAKFAST NZ (BoB Clubs NZ) provides professional breakfast networking clubs throughout New Zealand and presents members with the opportunity for professional Face to Face, pressure free, yet structured business networking meetings that are friendly and assist members with establishing new professional contacts.

OUR SERVICES…

• BOB CLUBS - PROFESSIONAL NETWORKING
• WORKSHOPS - STRATEGIC NETWORK DEVELOPMENT & STAFF TRAINING
• DIRECTION SERVICES - HR AUDITS, STAFF TRAINING, TEAM BUILDING & DEVELOPMENT
• PARTNERSHIPS FOR KEY RELATIONSHIP FACILITATION

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In a recent survey and research report from the Center for Creative Leadership, 91% of respondents agreed that “Teams are central to organisational success.”

Teams are heavily relied upon in today’s business environment and are being used as much to drive change as to generate current results.
“Cs” FOR BUILDING A TEAM THAT WORKS

Team Dynamics

Connectivity
Communication
Coordinated
Excited
Defined
Expectations
Feel
Focused
Freedom
Goals
Grow
Goals
Limitations
Opinions
Opportunities
Priorities
Reward
Success

IMA

Accomplish
Accountable
Committed
Consistency
Change
Contributions
Emphasis
Focussed
Knowledge
Norms
Participating
Planned
Residing
Residential
Responsibilities
Respected
Responsible
Reward
Roles
Strategies
Training
Understand

Value

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INTRODUCTION

HOW TO MAKE TEAMS EFFECTIVE

Integrity - Connecting - Ideas - Networking - Delivery - Passion - Success

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People in every workplace talk about building the team, working as a team, and my team, but few understand how to create the experience of teamwork or how to develop an effective team. Belonging to a team, in the broadest sense, is a result of feeling part of something larger than yourself. It has a lot to do with your understanding of the mission or objectives of your organisation.

In a team-oriented environment, you contribute to the overall success of the organisation. You work with fellow members of the organisation to produce these results. Even though you have a specific job function and you belong to a specific department, you are unified with other organization members to accomplish the overall objectives. The bigger picture drives your actions; your function exists to serve the bigger picture.

You need to differentiate this overall sense of teamwork from the task of developing an effective intact team that is formed to accomplish a specific goal.

People confuse the two team building objectives. This is why so many team building seminars, meetings, retreats and activities are deemed failures by their participants. Leaders failed to define the team they wanted to build. Developing an overall sense of team work is different from building an effective, focused work team when you consider team building approaches.
#1 CLEAR EXPECTATIONS

Has executive leadership clearly communicated its expectations for the team’s performance and expected outcomes?

Do team members understand why the team was created? Is the organisation demonstrating consistency of purpose in supporting the team with resources of people, time and money?

Does the work of the team receive sufficient emphasis as a priority in terms of the time, discussion, attention and interest directed its way by Executive Leaders?
INTRODUCTION

Twelve Cs for Building an Effective Team

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Do team members understand **why they are participating** on the team?

Do they understand how the strategy of using teams **will help the organisation** attain its communicated business goals?

Can team members define their team’s importance to the accomplishment of corporate goals?

Does the team understand **where its work fits in** the total context of the organization’s goals, principles, vision and values?
Do team members want to participate on the team?

Do team members feel the team mission is important?

Are members committed to accomplishing the team mission and expected outcomes?

Do team members perceive their service as valuable to the organisation and to their own careers?

Do team members anticipate recognition for their contributions?

Do team members expect their skills to grow and develop on the team?

Are team members excited and challenged by the team opportunity?
Does the team feel that it has the **appropriate** people **participating**? (As an example, in a process improvement, is each step of the process represented on the team?)

Does the team feel that its members have the **knowledge**, skill and capability to address the issues for which the team was formed? If not, does the team have access to the help it needs?

Does the team feel it has the **resources, strategies and support** needed to accomplish its mission?
Has the team taken its assigned area of responsibility and designed its own mission, vision and strategies to accomplish the mission.

Has the team defined and communicated its goals; its anticipated outcomes and contributions; its timelines; and how it will measure both the outcomes of its work and the process the team followed to accomplish their task?

Does the Leadership Team or other coordinating group support what the team has designed?
Meaningful team building is never easy, but knowing that more productive working relationships will be the result makes it well worth the time and effort.”
Does the team have enough **freedom and empowerment** to feel the ownership necessary to accomplish its charter?

At the same time, do team members clearly **understand their boundaries**?

How far may members go in pursuit of solutions? **Are limitations** (i.e. monetary and time resources) **defined** at the beginning of the project before the team experiences barriers and rework?

Is the team’s reporting relationship and accountability understood by all members of the organisation?

Has the organisation defined the team’s **authority** to make recommendations, to implement its plans?

Is there a **defined review process** so both the team and the organisation are consistently aligned in direction and purpose?

Do team members hold each other **accountable** for project timelines, commitments and results?

Does the organisation have a plan to increase **opportunities** for self-management among organisation members?
Does the team understand team and group process and the stages of group development?

Are team members working together effectively interpersonally?

Do all team members understand the roles and responsibilities of team members, team leaders and team recorders?

Can the team approach problem solving, process improvement, goal setting and measurement Jointly?

Do team members cooperate to accomplish the team charter?

Has the team established group norms or rules of conduct in areas such as conflict resolution, consensus decision making and meeting management?

Is the team using an appropriate strategy to accomplish its action plan?
Are team members clear about the priority of their tasks?

Is there an established method for the teams to receive honest performance feedback?

Does the organisation provide important business information regularly?

Do the teams understand the complete context for their existence?

Do team members communicate clearly and honestly with each other?

Do team members bring diverse opinions to the table? Are necessary conflicts raised and addressed?
Is the organisation really interested in change?

Does it value creative thinking, unique solutions, and new ideas?

Does it reward people who take reasonable risks to make improvement, or does it reward the people who fit in and maintain the status quo?

Does it provide the training, education, access to books and films, and field trips necessary to stimulate new thinking?
Do team members feel **responsible** and accountable for team achievements?

Are rewards and **recognition** supplied when teams are successful?

Is **reasonable risk respected** and encouraged in the organisation?

Do team members fear reprisal?

Do team members spend their time finger pointing rather than **resolving** problems?

Is the organisation designing reward systems that **recognise** both team and individual performance?

Is the organisation planning to **share** gains and increased profitability with team and individual contributors?

Can contributors see their **impact** on increased organisation success?
Are teams coordinated by a central leadership team that assists the groups to obtain what they need for success?

Have priorities and resource allocation been planned across departments?

Do teams understand the concept of the internal customer—the next process, anyone to whom they provide a product or a service?

Are cross-functional and multi-department teams common and working together effectively?

Is the organisation developing a customer-focused process-focused orientation and moving away from traditional departmental thinking?
Does the organisation recognise that an effective team is based on maintained connectivity, communication and collaboration?

Are team members encouraged to use, explore and improve connectivity with staff development sessions and workshops?

Do team leaders and team executives recognise the value of establishing and maintaining connectivity with team members to achieve improved productivity?

Does the organisation understand why team members do what they do and apply a systematic approach to the way teams are treated resulting in increased cooperation, reduced tension and improved cohesion?

Is the organisation planning to or in the process of changing how it rewards, recognises, appraises, hires, develops, plans with, motivates and manages the people it employs? If so does it use a quick and revealing profiling tool such as the PlusOne Dynamics iMA Questionnaire?
“Spend time and attention on each of these twelve tips to ensure your teams contribute most effectively to your business success.”

Your team members will love you, your business will soar, and empowered people will "own" and be responsible for their work processes. Can your work life get any better than this?

P.O. Box 302 154
North Harbour
Auckland, 0751
New Zealand
+64 (0) 21 106 1951
Contact@PlusOneDynamics.com

www.PlusOneDynamics.com