



Purposeful Team Development

Alignment of Key Characteristics of Effective Teams with Strategies for Team Development

Mission/Goals

Establish and communicate a clear focus/direction
Establish mission and vision
SMART goal setting

Atmosphere/Culture

Stages in the Life of a Group
Norms of Collaboration
Culture Building

Discussion/Active Listening

Effective Meetings
Facilitation Strategies
Norms of Collaboration
Ways of Talking
Giving Effective Presentations

Trust and Openness

Fostering collegial relationships
Trust-building behaviors (Covey)

Clarity of Assignments

Triple "I" Model
7-Step implementation process
Effective sub committee work
Who-Will do what-By when

Consensus

Defining consensus
Strategies for building consensus
Six Hats

Conflict and Disagreement

Cognitive and Affective Conflict
Mediating Conflict
Styles of Conflict

Norms and Values/Commitment

Teambuilding strategies
Developing norms
Norms of Collaboration
Develop collaborative agreements

Leadership

Distributed leadership
Clarification of roles and responsibilities

- 1. Clear mission.** The task of the group is well understood and accepted by all.
- 2. Comfortable atmosphere.** The atmosphere is informal, relaxed, and comfortable. It is a working atmosphere in which everyone is involved, interested, and engaged.
- 3. Discussion.** Time is allotted for dialogue in which everyone is encouraged to participate, and discussion is pertinent to the task of the group.
- 4. Active listening.** Members listen to each other. People show respect for one another by listening when others are talking.
- 5. Trust and openness.** Members feel free to express ideas and feelings, both on the issues and on the group's operation. People are not afraid to suggest new and different ideas.
- 6. Clarity of assignments.** The group is informed of the action plan. When action is taken, clear assignments are made and accepted.
- 7. Consensus is the norm.** Decisions are reached by consensus in which it is clear that most are in general agreement.
- 8. Disagreement is acceptable.** Disagreement is not suppressed or overridden by premature group action. Differences are examined as the group seeks to understand all points of view.
- 9. Criticism is issue-oriented, not personal.** Constructive criticism is given and accepted. Criticism is oriented toward solving problems and accomplishing the mission. Personal criticism is neither expressed nor felt.
- 10. Shared norms and values.** There is agreement on core values and norms of behavior that determine the appropriateness of conduct in the group.
- 11. Commitment.** People are committed to achieving the goals of the group.
- 12. Effective leadership.** Informal leadership shifts from time to time, depending on circumstances. There is little evidence of a struggle for power. The focus is not on who controls, but how to get the job done.