Becoming a Team

Framework for Working Together

A shared vision will be one that all of the team members agree are the elements of where they want to be at this time and the direction that they will start moving towards to achieve these elements.

Determining Appropriate Goals
- Target: Where we expect to get to realistically balanced with time & resources.
- Objectives: Identifiable, measurable & achievable steps.
- Tasks: Ways of reaching the objectives.
- Indicators: Ways of measuring progress.

Core Values
- Your personal beliefs are the core values that affect and drive how you look at, interact with, and behave in the world.
- Beliefs about appropriate behaviours, attitudes and strategies also guide every working group and need to be explicit and understood.
- The basis for everything you are and do.

Mandate
- The general outline of the mandate may not be affected by the group.
- Appears in the form of a “job description”.
- Delivered from an administrative or political level.
- Outlines expectations.

Identifying a Mission Statement
- Ask yourself:
  1. What are we about?
  2. Why are we working together?
  3. What do we want to achieve?

Improving Continuously
- Improvement is continual but the steps are small.
- Pick changes that can be made now that will have a positive effect – 1% is enough each time.

Team Celebration

A team must:
- Decide how to Communicate Effectively (Interpersonal)
  - Problem management
  - Positive interdependence
  - Process for conflict
  - Planning for next steps
  - Analysis of work done
  - Individual accountability
  - Agreed upon goals & timelines
  - Supportive & constructive feedback
  - Group members & project process
  - Respect & listen; no blame

- Decide what is Important and Measure this (Task)
  - Come prepared/ Prepare materials
  - Offer ideas and suggestions
  - Provide information & Identify resources
  - Ask for clarification/feedback
  - Solicit others’ participation
  - Keep group on task
  - Be easy to work with
  - Make presentations
  - Participate in discussions
  - Manage group conflict

- Acknowledge Success and Aim for Improvement (Next Steps)
  - What did we do to reach our goals & keep the team charter?
  - How can we do better for next time?