

# BUILDING EFFECTIVE TEAMS

## 1. Understand What a Great Team Is



### Relevance

Each team member must be aware of the meaning of a particular activity as part of a larger objective.



### Clear roles

Everyone within the team must be aware of the hierarchy and their role in it.



### Flawless communication

Whenever someone has a question or gets an idea, they should be able to communicate it. The communication within the team must be as smooth as possible.



### Cooperation

Teamwork is not about individual achievements; it's about what the group accomplishes together.



### Individual development within the team

Individuals must not lose their authentic voice throughout the collaboration.

## 2. Establish Strong Leadership

1



### Big picture vision.

Individuals must not lose their authentic voice throughout the collaboration.

2



### Delegate tasks and responsibilities.

Individuals must not lose their authentic voice throughout the collaboration.

3



### Communicate clear goals.

Know your team's purpose and be able to help them understand it.

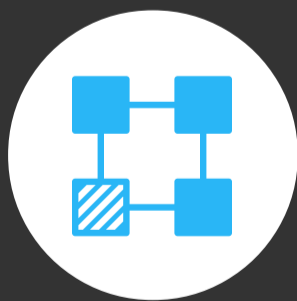
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### Be honest and friendly to an acceptable extent.

Show your human side to your workers and they will be more willing to follow your lead.

## 3. Build the Connection Between the Team Members



### Team-building exercises.

Simple activities to help members build trust and letting them know they can depend on one another.



### Improve cooperation among team members.

Try different things such as taking them all out for lunch or an after-work get-together. Encourage them to get to know each other.



### Encourage them to collaborate!

When you hire someone new, assign a mentor to introduce them into the workflow.

## 4. Monitor And Review



What has the team achieved so far?

What did they change?

What did they learn?

What's working well?

What aspects of teamwork need improvement?