**SUCCESSFUL TEAM BUILDING**

**Building a Successful Team**

1. *Clear Purpose*

a. Task or objective is well understood & accepted by members of the group

2. *Informal Atmosphere*

a. Comfortable

b. Relaxed

c. People are involved and interested

d. Humor

3*. Participation*

a. Much discussion

b. Everyone participates in discussions which remain pertinent to purpose

c. Exercise: Poker-faced participation

4*. Listening*

a. Members listen to each other

b. Every idea is given a hearing

5. *Civilized Disagreement*

a. Shows no sign of having to avoid conflict

b. Individuals who disagree do not appear to be trying to dominate the group or express

hostility

6. *Open Communication*

a. Criticism is frequent, frank & relatively comfortable

b. People are free in expressing their feelings as well as their ideas both on the problem

and on the group’s operations

7. *Clear roles and work assignments*

a. When action is taken, clear assignments are made and accepted

8. *Shared leadership*

a. Chair or group does not dominate nor does group defer unduly to the chair

b. Little evidence of a struggle for power – issue not who controls but how to get the

job done

c. Everyone must feel and take responsibility for meeting the task & process needs of

team

9. *Style Diversity*

a. Diversity in both substance and style strengthens the team