

Team Player

Characteristics



Actions Speak Louder than Words



Meet deadlines: the most important rule.



Appreciate others' workstyles: understand each member's strengths and weaknesses.



Be candid: ask questions and voice opinions.



Avoid office politics: do not get distracted by issues and circumstances that are not critical to the team's mission.



Adapt quickly: be flexible and willing to change.

Teamwork

Basic Requirements

- ✓ Adequate team size.
- ✓ Clearly identified roles within the team.
- ✓ Goals that can be measured.
- ✓ Availability of resources required to fulfill the goals.

Types of Teams



Project: to accomplish a specific task



Cross functional: people bringing knowledge and expertise from different areas or disciplines.



Self-directed: determines what is required to get the job done and has the authority to do it

Vital Workplace Teams



- ✓ **Leadership:** strategic direction of the company.
- ✓ **Motivation or employee morale:** events or activities to motivate employees and elevate spirits.
- ✓ **Safety and environmental:** safety and health of all employees.

- ✓ **Wellness teams: health and fitness;** may overlap with safety and health.
- ✓ **Culture and communication:** two-way communication to develop support defined company culture.

Why Teams Fail



Unclear goals lead to miscommunication or misunderstanding.



Undefined roles can lead to a lack of action from team members who are not sure what their role is; no clear leader can lead to lack of commitment and purpose.



Lack of processes create actions taken without proper forethought and planning, which will lead to team failure.



Relationship conflicts among team members can cripple or destroy a team.



Environmental influences, such as different geographic locations, can make it difficult to meet frequently.

Employee Recognition



Recognition must be offered consistently and fairly. If not done well, it can cause resentment, dissent, unhealthy competition, and cries of favoritism.

- ✓ Fairness, consistency and clarity are important.
- ✓ It must be heartfelt and sincere.
- ✓ Tell the individual exactly why he/she is receiving recognition.
- ✓ Thought needs to go into what would be appreciated by the person being recognized.
- ✓ Avoid singling out a few employees who are mysteriously selected for recognition.

Recognition does not always have to come from managers or supervisors, peers can also offer words of thanks and positive observations to fellow employees.

Strategies for Improvement



1. Lead by example.



2. Build trust and respect.



3. Encourage socializing.



4. Foster open communication.



5. Clearly define roles and responsibilities.



6. Organize team processes.



7. Set defined goals.



8. Recognize good work.



9. Mediate conflict.



10. Allow team members to actively take part in decision making.



11. Use task management tools.



12. Maintain the workload balance.



13. Meet regularly... and mix it up.



14. Do not micromanage.



15. Create space.



16. Start team traditions.



17. Use size to your advantage.



18. Make hiring a team responsibility.



19. Give frequent feedback.

20. Remember to celebrate.