

10 Ingredients for a Successful Team

1. Clarity in team goals – Clear vision and specific goals
2. A plan for improvement – Define the timeframe and milestones
3. Clearly defined roles within the team – Select facilitator, match duties with talents
4. Clear communications – “Be there,” be succinct and direct
5. Beneficial team behavior – Ideally team members should:
 - a. Initiate Discussions
 - b. Seek information and opinions
 - c. Make suggestions
 - d. Clarify or elaborate on ideas
 - e. Complete assignments on time
 - f. Keep conversation on track
 - g. Be creative in resolving differences
 - h. Try to ease tension in group and work through difficult matters
 - i. Accept both praise and complaints
 - j. Test for agreement
6. Well defined decision procedures – By poll or consensus
7. Balanced participation – All participate and share commitment to the project's success
8. Established ground rules – How to handle disagreements. Focus on ideas not people. Respect different perspectives. Attendance.
9. Awareness of the group process – See, hear and feel team dynamics, equal contribution
10. Use of a sound analytical approach – Look for causes and fix the cause, not the symptom.