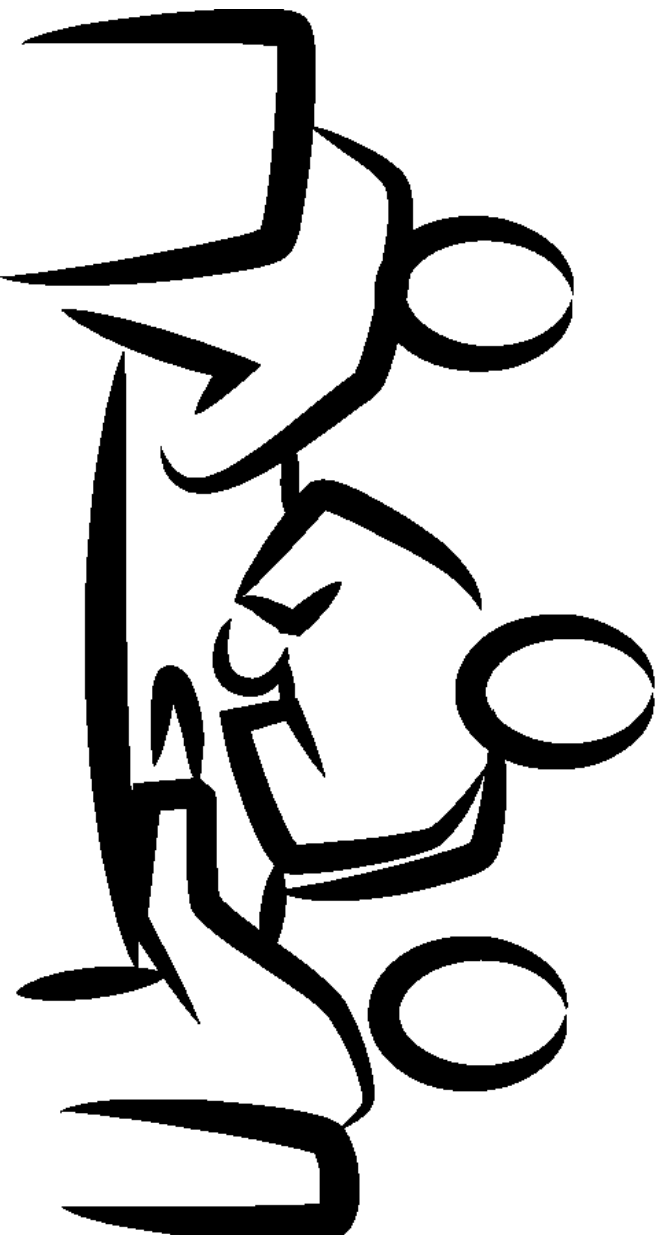


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# Teamwork Basics



# TEAM FUNCTIONING

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**GOALS**

**ROLES**

**PROCESSES**

**RELATIONSHIPS**

# GOALS

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- **Mission or Purpose** (why we exist)
- **Vision** (what we're trying to accomplish)
- **Strategy** (how we're going to do it)
- **Long-Term Goals** (what our priorities are)
- **Operating Plans**
- **Tactics**
- **Short-Term Objectives**

# ROLES

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- **Responsibilities**
- **Commitments**
- **Overlaps**
- **Interdependencies**
- **Skill sets**
- **Expectations of team leader and member roles**

# Project Roles

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## ■ Functional

- Areas of expertise
  - Task responsibilities
- ## ■ Team Structure
- Leader
  - Team Member

# Project Roles, cont'd

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## ■ Project Management

- Planning and coordination
- Budget and resource management
- Tracking action items
- Communication

## ■ Team Maintenance

- Facilitator
- Paying attention to team functioning
- Social Director

# PROCESSES

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- **Business processes**
- **Systems**
- **Guidelines**
- **Problem Solving**
- **Decision Making**
- **Managing Conflict**
- **Running Meetings**
- **Coordinating Work**

# Processes: “How We Do Things”

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- **Processes for doing tasks**
  - > i.e. data mining
- **Processes for problem solving and decision making**
- **Processes for team coordination**
  - > i.e. communication loops
- **Behavior norms**
  - > i.e. groundrules

# RELATIONSHIPS

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- **Respect**
- **Trust**
- **Communication**
- **Feedback**
- **Mutual influence**

# **“Interdependencies”**

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**A Team Interdependency Is Any Area**

**Where There Is A Need For:**

**COMMUNICATION**

**COORDINATION**

**COLLABORATION**

# Identifying Interdependencies

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- **Overlaps (goals, outputs, data)**
- **Handoffs (your output is an input to my work)**
- **Need to share info**
- **Need to coordinate activities**
- **Opportunities for leverage**
- **Need for collaborative thinking**

# Team Building \*

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Team building means engaging one another in fruitful conversations about:

1. What the group is going to accomplish together,
2. How each member is going to win from the collective accomplishment,
3. How the group is going to work together for maximum mutual performance,
4. Exciting stretch goals, and
5. What each member brings to the effort.

When these conversations occur, real work gets done AND the team gets built.