



# People Power™

Briefcase Basics Workplace Leaders Vol. 1 Iss. 7

## Team Skills

Two primary considerations underline the analysis of a work unit as a team:

- People must have a common purpose.
- Healthy and effective teams reaffirm all members of the team as caring, respected individuals who matter and make contributions.

While this last consideration may seem obvious, it is frequently lost or neglected because of a preoccupation with "getting the work done".

### Principles of Leadership:

- Be technically proficient.
- Know yourself and seek self-improvement.
- Know your colleagues and look out for their welfare.
- Keep everyone informed.
- Set an example.
- Ensure that each task is understood, and accomplished.
- Learn and teach how to work as a team.
- Make sound and timely decisions.
- Develop a sense of responsibility.
- Employ resources in accordance with their capabilities.
- Seek responsibility and accept accountability for your actions.

## Team Qualities

Qualities of a group that can function well as a team:

- **Goals:** it has goals or tasks that require working together.
- **Interdependence:** actions or decisions of any one member impacts the work of other members.
- **Collaboration:** Work can be accomplished most effectively by members working together.
- **Timeframe:** Activities must be coordinated on a daily/weekly basis.

## Characteristics of Well-Functioning Teams:

### Suitable Environmental Influences

- Team members are in close physical proximity and able to meet regularly.
- The appropriate skills are represented on the team.
- The appropriate levels of organizational authority are present within the team.

### Goals

- Team members are involved in the setting of objectives.
- Objectives are set and met within realistic time frames.
- Objectives are understood by all members.
- All individuals agree with objectives.

### Roles

- Roles are clearly defined and do not overlap.
- Team members and their leader know their assignments. Roles are understood by all and are supported.
- There is strong, effective leadership with clearly defined responsibilities.
- Members and the leaders are accessible to help each other.

### Procedures

- Decisions are made by consensus.
- Meetings are efficient and task-improvement oriented.
- Emphasis is on solving problems, versus blaming the individual responsible for the problem.
- All members participate in discussions and meetings.
- Minutes of meetings are promptly distributed.
- Members listen well.
- There is frequent feedback to individuals regarding performance.
- All members are kept informed.
- Deadlines and milestones are clearly established and agreed to by team.

## Relationships

- There is team identity or esprit de corps and pride.
- There is tolerance for conflict, with an emphasis upon resolution.
- Conflict is openly discussed, often resulting in growth or learning.
- Members enjoy each other.
- Team members support each other.

### To build and sustain your team

- Be a good listener.
- Be honest and open.
- Accept other people's needs and desires.
- Do not be negative. Keep an open mind.
- Accept criticism as something to build on, not as a personal attack.
- Learn to take the initiative.
- Become more sensitive to the different ways people communicate.
- Take a risk. Say how you feel. Try something new.
- See the uniqueness in each of your fellow team members. Try to build relationships.
- Be trusting - of yourself, of others, and of the group process.
- Be responsible.

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