

Training a Team

Essential Components of Effective Teamwork¹

For Teamwork to be Effective:

1. The team must develop shared goals and objectives. These goals should be based on the team's vision.
2. The team must have clearly defined roles. Each team should have a designated chair or facilitator, recorder, etc.
3. Team meetings and activities should be consistently attended by all team members. All team members should be given the opportunity to be actively involved.
4. There should be open communication between team members. Although this is difficult during the beginning stages of team development, effective communication should increase over time.
5. The team should have the authority to make decisions about issues and activities related to the goals and objectives of the team.
6. The team must pay close attention to the process of the team meetings and activities as well as the content of the meetings.
7. Team members must be able to trust each other.
8. Team members must respect each other.
9. Team members should develop a specific method for handling problems and conflicts that arise as part of the team process.

¹ Taken from Project STEPS Training Module Handouts page 2-3
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