

# BUILDING YOUR TEAM

## Thinking about Teams

The main benefit of teams is...

One important reason teams make sense for an organisation is ...

In order for a team to work the team leader must...

The number one thing that weakens teams is...

The key factor for a team's success is ...

In order to make a team effective, team members must agree to..

An important indicator of team empowerment is ...

**What's Our Purpose:** (e.g. why does the team exist, why was it formed? Just to run the area/ division, or perhaps: 'to provide a fun and dynamic learning environment to promote cohesion where they can .....')

**What Challenges Do We Face:** (these are specific challenges the team has to face: e.g. roles not being shared whether due to low membership or indifference, 'difficult personalities in the club/s, venue issues, 'boring meetings')

**What Are Our Talents / Strengths:** (look at the strengths of the team members-everyone on the team will bring special skills: organisational skills, TM experience, creativity. Identifying them identifies where each can excel and benefit clubs plus creates positive team spirit of recognition.)

**What Are Our Weaknesses:** (this is about awareness. Being aware of areas where we can grow is positive e.g. no-one with strong IT skills/social media skills, poor attendance at club exec.meetings, no follow through on action items, team members have difficulty asking for help, finding replacement, attending club officer training)

**What are the Expectations of the Team** (e.g. that everyone takes responsibility for their role and asks for help if they are having problems. That everyone fulfils their role to the best of their ability, that they show up for meetings, that there is respect for all members! The team is setting its own expectations and expectations from others ie members)

**Who Are Our Customers** (current members – retaining them, potential members – guests! Area, Division & District)

**What Support / Resources Can the Team Draw On** – (e.g.it may be Area Director, Division Director, Past District Governors/ Directors/ leaders, club mentors, experienced club members DTMs)

### Goals

Goal setting is a leadership skill. You may want to set one goal per role, or the area/ division may have specific needs such as membership, leadership development etc. as identified in challenges. Set as many or as few as the team see fit.

When setting the goals or objectives they need to be '**SMART**':

- *Specific- we will achieve a specific item eg increase our membership – not grow the area.*
- *Measurable – eg 'return to charter strength for X Club'.*
- *Attainable–obviously setting goals that aren't achievable is demotivating–so they should be realistic, achievable*
- *Relevant – need to be goals that relate to the work and objectives of the team.*
- *Time Bound – need to have a specific timeframe – eg Area Club Visits; Conference meeting*

**Team Composition:**( e.g. who is the Team Leader, who is 2IC if TL is sick/away. This section may not be required if so, leave it blank or delete it!)

### Team Roles:

Ask each team member to write what they see as the responsibilities of their role. Get team agreement, then create a table under Team Roles–Name, role and agreed responsibilities.

**Performance Evaluation:** (this can be in reviewed at each meeting, or at regular time: eg every 3 or 6 months – it is a good tool for keeping the team on track and focussed on goals and intentions. When a particular goal achieved – share it with the club members!)

**Agreements:** (when a team charter has been brainstormed, created and agreed, everyone signs giving commitment )  
Create an area for all team members to sign

Signature: \_\_\_\_\_