

# BEST PRACTICES

## for Highly Effective Teams

“Winning is never accidental. To win consistently you must have a clear plan and intense motivation.” - Lou Holtz

### BE FOCUSED

1

Cooperate with your team members in concentrating on the current issue they face. Cooperation builds trust and mutual respect. Be willing and dedicated to working toward the common purpose.

Be willing to explore conflict in a constructive, win-win fashion. Put personalities aside and confront issues that arise.

2

### HANDLE CONFLICT

### PROCESS & CONTENT

3

At meetings, review both the processes being used as well as the status of the project.

When starting a new project, discuss roles and responsibilities. Set up check points to ensure that all are contributing equally.

4

### ACTIVELY PARTICIPATE

### KEEP ISSUES PRIVATE

5

Discuss the importance of confidentiality, “What’s said in the room, stays in the room.”

It is essential that team members do not embarrass, reject, mock, or punish someone for speaking openly. Foster a climate of psychological safety in order to motivate members to participate, admit errors, and share ideas and beliefs openly.

6

### COMMUNICATE OPENLY

### OPERATING GUIDELINES

7

Include everyone in the team to discuss roles, responsibilities, and operating guidelines. Put them in writing and have everyone sign them.

By honing your observational skills, you can help a team reach its full potential by setting a tone conducive to all members.

8

### MONITOR TEAM

### FEEDBACK

9

Express support and acceptance by praising and seeking other members’ ideas and conclusions. Be sure to criticize ideas and not people.

When motivation is low, suggest new ideas with enthusiasm. It is also effective to suggest coffee breaks.

10

### ENERGIZE THE TEAM

### BE RELIABLE

11

Respect team members by honoring deadlines, commitments, and project milestones.

Always ask how you can help. It’s a great way to remind everyone you are a team with a collective objective.

12

### BE SUPPORTIVE

