

50 Tips for Terrific Teams

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Team Design and Structure

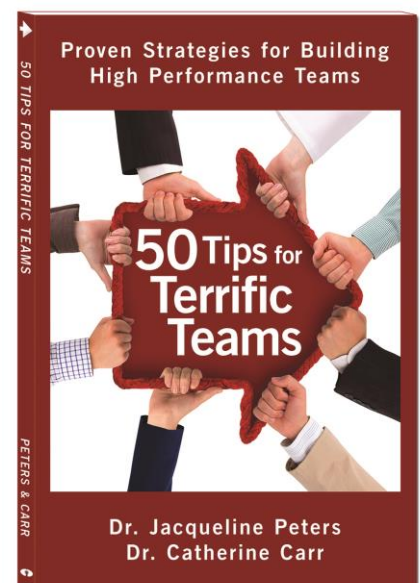
- #1: Learn what makes a team effective
- #2: Determine if you are a group or a team
- #3: Set the conditions for team success
- #4: Maximize effectiveness by having 10 members or less
- #5: Create a strong team design and structure
- #6: Get real about the information, time, and resources your goals require
- #7: Hold an effective team launch
- #8: Create a Team Charter
- #9: Set norms and working agreements
- #10: Refresh the team with a relaunch
- #11: Address team dysfunction quickly

Team Players

- #12: Choose or develop the right players
- #13: Select women... and men with emotional and social intelligence
- #14: Reinforce critical communication abilities
- #15: Appreciate and leverage different styles
- #16: Be aware that even positive personality traits can be overused
- #17: Ensure diversity for complex, not simple tasks
- #18: Use your experts effectively

Team Behaviours

- #19: Make five times more positive than negative comments
- #20: Foster trust behaviours and structures
- #21: Commit to your team and team members
- #22: Take turns to leverage your collective intelligence
- #23: Communicate frequently outside of team meetings
- #24: Actively solicit ideas from new and returning team members
- #25: Collaborate to save time and costs
- #26: Solicit different views; don't be redundant
- #27: Frame decisions in objective terms
- #28: Shift your thinking from indifferent to empathetic
- #29: Actively encourage "teaming" behaviours
- #30: Leverage task conflict to improve innovation and effectiveness
- #31: Ask, don't just advocate
- #32: Focus on strengths to build engagement
- #33: Be open-minded
- #34: Acknowledge or agree before critiquing
- #35: Be conscientious, responsible, and organized
- #36: Scan for new ideas outside the team



Team Coaching

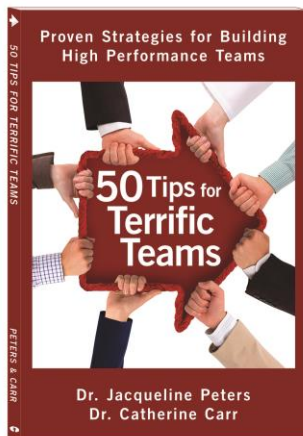
- #37: Leverage the natural cycles of the team
- #38: Accelerate performance at team beginnings
- #39: Use team coaching to identify the team brand and strengths
- #40: Address the three most dysfunctional team behaviours swiftly
- #41: Coach each other, don't just gossip and vent
- #42: Implement a "half-time team huddle"
- #43: Align individual coaching with team goals

Virtual Teams

- #44: Overcome the lack of non-verbal communication cues
- #45: Structure virtual teams for greater interaction
- #46: Become social media savvy to stay in contact

Success Measures

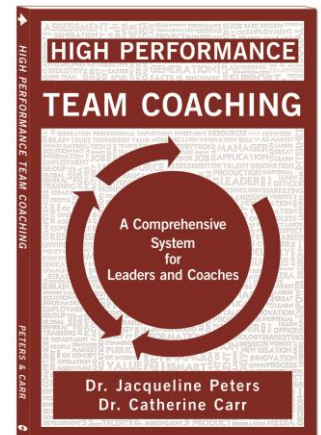
- #47: Solicit stakeholder feedback to set goals and measure success
- #48: Measure HOW the team is working, not just WHAT is achieved
- #49: Review team learning regularly to be agile
- #50: Assess team effectiveness regularly



*"While many leaders and coaches are well intentioned, they are frequently disappointed with their outcomes when trying to create high performing teams. **50 Tips for Terrific Teams** has brilliantly integrated the research... and translated it into practical suggestions that will absolutely help create the desired shifts. This guide is user friendly and the closest thing to having your own personal sage."*

- Denise Still, MSW, RSW, PCC, CEC
Calgary Board of Education

Also by Peters and Carr



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