QUICK TIPS

DESIGN FOR A NEW TEAM

STEP 1: Getting Acquainted

STEP 2: Sharing Expectations

STEP 3: Clarifying Goals

STEP 4: Developing Working Relationships

LEADING BITS TOPICS

- Advising Groups
- Agendas
- Assertiveness
- Brainstorming
- Communication
- Community Service
- Conflict Management
- Constitution/By-Laws
- Co-Sponsorship with Other Groups
- Delegation
- Difficult Members
- Elections
- Evaluation Series
  - Group Performance
  - Individual Performance
  - Meeting Evaluation
  - Program/Event Evaluation
- Financial Series
  - Budgeting Organization Funds
  - Corporate Sponsorship
  - Fundraising
- Getting Involved
- Goal Setting
- Group Dynamics
- Icebreakers
- Marketing your Leadership Skills
- Meetings
- Minutes from Meetings
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Program Planning
- Public Speaking
- Publicizing Events
- Recognition
- Recruiting Volunteers
- Retreats
- Starting an Organization
- Stress Management
- Team Building
- Time Management
- University Events

LEADING BITS is a publication of the Office of Student Activities at LeTourneau University.

Copies are available from the OSA in MSC-1 or by calling extension 3127.

The OSA staff offers programs and consultation in these and other areas of personal and organizational leadership.

Published July 2002
LeTourneau University
TEAM BUILDING

Team = an energetic group of people who are committed to achieving common objectives, who work well together and enjoy doing so, and who produce high quality work

Team Building = the process of forming diverse individuals into a group who share common goals, objectives, and expectations, as well as a commitment to one another

INGREDIENTS FOR SUCCESSFUL TEAM BUILDING:
- a block of time (2-4 hours)
- a comfortable, informal environment
- a relaxed, open-minded group of people
- an agenda of activities to stimulate growth, sharing, and bonding

TEAM BUILDING IS APPROPRIATE:
- for a new group, whether or not everyone knows each other
- for an organization with large numbers of new people
- when members seem bored or irritable
- when members appear to be going off in different directions
- when there is conflict or infighting
- when members have been apart for awhile
- when you want to break from normal routine
- when you want to boost a group’s morale and team spirit

TEAM BUILDING ACTIVITIES

STEP 1: Getting Acquainted
- Interviews— group members pair up and interview one another for 5 minutes each; partners introduce each other to the group, including everything he/she can remember about the partner

STEP 2: Shared Expectations
- “I Expect” Exercise— the leader distributes 3”x5” index cards and members list their expectations of the leader, of officers, of group members, and of the advisor. Cards are passed in and expectations are listed on the chalkboard, discussed, and accepted or rejected as (un)realistic

STEP 3: Clarifying Goals
- Group goal setting— members participate in reviewing previous goals and setting the group’s goals and objectives for the coming year; all members can brainstorm ideas, and then vote on their top ten by ranking them. Once those votes are tallied, you can rank the collective top ten list

STEP 4: Developing Working Relationships
- Rap Session— discuss questions like:
  - “How will decisions be made?”
  - “What will be our working styles?”
  - “How will we assure everyone the chance to speak?”
  - “How will we resolve differences?”
  - “How will we insure completion of our work?”
  - “What are some consequences for incomplete work?”

Check out the Leading Bits on “Group Dynamics,” “Icebreakers,” and “Officer Transitions” for more ideas.