

# QUICK CLIP Notes

Collaborative Leadership Involvement Publication



## 10 Characteristics of Successful Teams

### 1. Clear Goals

This is necessary so that all team members understand the purpose and vision of the team. It is important to understand where the team is headed. People tend to support what they help to create. Team members who were involved in establishing the goals will work to achieve them.

### 2. Defined Roles

It's important for group members to understand their job function and for leaders to tap into the skills and talents of group members.

***There are two kinds of roles necessary in team meetings...***

***Task roles-*** people in these roles supply the energy and information to get the job done.

***Maintenance roles*** – people in these roles help to establish and maintain interpersonal relationships among group members.

### 3. Open and Clear Communication

This is one of the most important characteristics for high functioning teams. Problems that emerge in groups can often be traced back to communication problems. Effective communication will keep a team informed and focused. Communication “break-downs” can often be attributed to poor listening skills. It's important to focus on hearing the message before forming our own conclusions about the message. Distractions can prevent us from giving out full attention to the speaker.

### 4. Effective Decision Making

Awareness of various decision making methods can help a team make efficient decisions.

Consensus is considered one of the best methods to use; however, team members should select a method that works best for them by weighing the advantages and disadvantages of each method.

### 5. Balanced Participation

This can be defined as full involvement. Team members contribute when appropriate, and member's opinions are valued and sought. It is important when leaders define what type of participation they expect from members. Leaders help to create a climate of participation. Learning member's names and getting to know member's between meetings helps to create an inviting and comfortable atmosphere.

### 6. Valued Diversity

Team members are valued for their unique skills and talents. A diversity of thinking, idea generating, problem solving and experiences help to create an effective team.

### 7. Managed Conflict

This is essential to a team's growth. It's important that issues aren't ignored and avoided in a group. When managed effectively the benefits include:

- the team will have to find ways to communicate differences and seek common goals.
- the team will be forced to look at all points of view.
- improves creativity because the team will need to look beyond current assumptions.
- the quality of decisions will improve because through disagreement the team will look for solutions that meet everyone's objectives.

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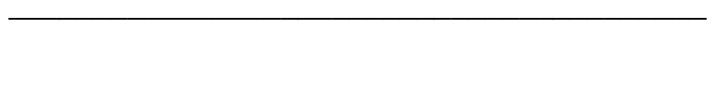
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