

# Preparing to launch a team

The following questions will enable you to prepare to launch a new team. They will help you plan ahead.

## Before launching the team

- How can you clarify the mission, challenges, objectives and priorities of the team?
- What resources are available?
- How will you report on progress?
- What organizational methods should be implemented?
- How will you and your team interact with senior management, clients, suppliers, and so on?
- What arrangements should be made for meetings and motivating the team?
- Will you have your choice of team members?
- What skills do you need?
- Have you made contact with prospective team members?
- How can you learn about team members' motivations and concerns?

## When launching the team

- What work session(s) can you arrange for the launch?
- What motivational methods will you select for the launch?
- How will you present the team's mission and the challenges it involves?
- How will you present objectives, actions and working methods?
- What have you planned for getting the team members acquainted with one another?
- How can you learn about their talents and attitudes?
- How will you clarify each person's missions/tasks?
- How can you encourage discussions between team members?
- What topics can you get your coworkers to talk about in order to involve them?
- Which digital tools can you use for your discussions?



## Golden rule

The questions in the "Before launching the team" section should be discussed with your own manager to ensure that you are both thinking along the same lines.