

## Building the Best Team Series



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We use data and a scientific approach to talent optimization to help individuals, teams, and organizations **achieve more.**



*Leadership Development*  
*Coaching/Consulting*  
*Assessments/Diagnostics*  
*Teambuilding/Team Development*



**ASPIRE TALENT**  
GROUP LLC

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## Building the Best Team Series

### Part 1: Live Virtual Session

- Team Insights and Discovery: Understanding Our Individual & Team Profiles

### Part 2: Four on-demand recorded sessions (complete 1 per week)

- Learn the stages of team development and how you can best leverage this to understand your current team dynamics
- Understand the essentials for creating a culture of trust and respect for the value all members bring to the team
- Gain insights into daily behaviors and practices to enhance communication and collaboration
- Discover key enablement factors that must be in place for optimal team performance

### Part 3: Live classroom learning application sessions facilitated by Intek training team

- Applying our learning from Part 1 and 2 in facilitated learning exercises and discussions

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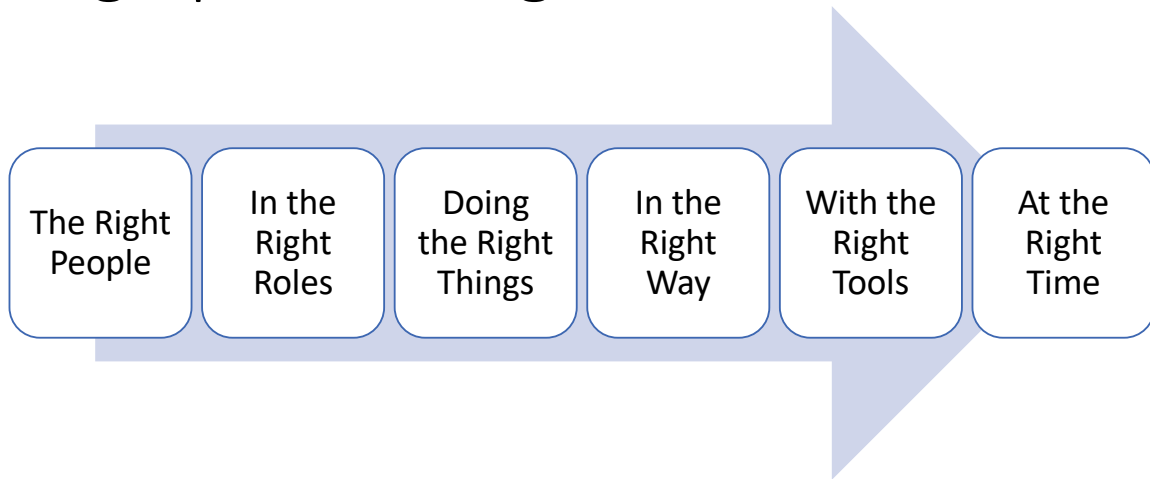


## Building the Best Team:

Key enablement factors for optimal team performance

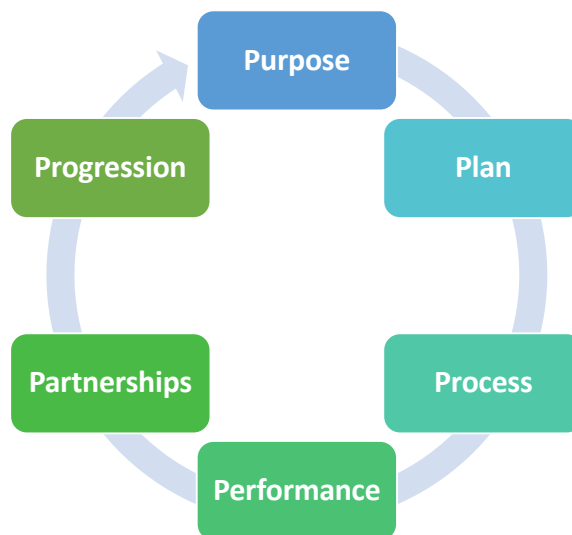
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# High performing teams have...




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## 6 Enablement Factors for Team Success




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## Purpose...


- See the connection between their work and the mission, vision, and goals of the organization
- Have a clear vision of what success looks like
- Understand how their individual roles are connected to the greater team purpose
- Understand the value of their contributions

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## Purpose Tips

- Make time at team meetings to talk about the organization's mission and goals
- Learn about other areas of the organization and how your team's work impacts those areas
- Have discussions about what success looks like for your team
- Learn about all roles on the team and discuss the value of how each role cc



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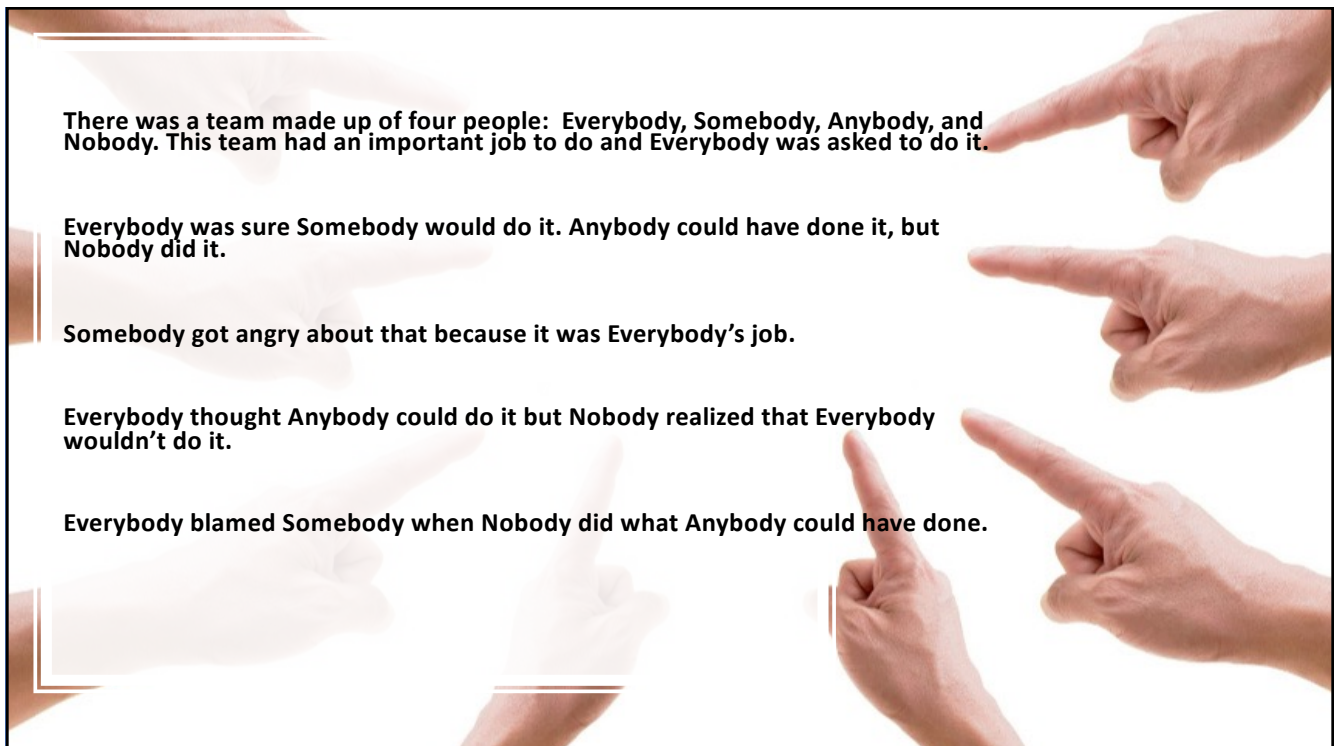




## Plan...

- Have clear goals and expectations for their collective and individual work
- Understand priorities and how to make decisions about prioritizing their work
- Regularly track their progress toward achieving their goals
- Have clear roles and owners for completing needed projects and tasks

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**There was a team made up of four people: Everybody, Somebody, Anybody, and Nobody. This team had an important job to do and Everybody was asked to do it.**

**Everybody was sure Somebody would do it. Anybody could have done it, but Nobody did it.**

**Somebody got angry about that because it was Everybody's job.**

**Everybody thought Anybody could do it but Nobody realized that Everybody wouldn't do it.**

**Everybody blamed Somebody when Nobody did what Anybody could have done.**

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A graphic for the 'Plan Tips' section. It features a dark blue background with a large, semi-transparent light blue circle. The text 'Plan Tips' is written in white, sans-serif font, centered within the circle.

## Plan Tips

- Have discussions to ensure roles are clear and pay special attention to handoffs- where does one role end and another pick up?
- Review team and individual goals as an ongoing practice at team meetings or in individual meetings between supervisors and team members
- Discuss priorities and when new projects or tasks arise, ask about their level of priority
- Track and monitor progress via visual management boards, monthly reporting, or other tracking mechanisms



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A graphic for the 'Process...' section. It shows several interlocking gears of different sizes. The gears are silhouetted against a bright, hazy sky with a sunburst effect. Hands are visible, holding and adjusting the gears, suggesting a process of assembly or adjustment.

## Process...

- Understand how to create efficiencies through using standard processes and procedures where applicable
- Regularly seek opportunities to examine and improve their processes
- Don't put processes in place where they aren't needed
- Leave space for innovation and creative thinking

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## Process Tips

- Map out the work of your team- where are defined processes and procedures needed?
- Where could you become more efficient by putting more structure or process in place?
- Are there any processes that have become too cumbersome over time and need to be re-examined?
- Regularly review mistakes, errors, and “dropped balls”
  - Are we missing a process/procedure?
  - Is there unclarity in a process or role?
  - Do we need to revise/update procedure?



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## Performance...

- Have clear performance expectations
- Know what top performance looks like
- Strive for stretch goals
- Measure and track their results
- Hold themselves accountable for results



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## Performance Tips

- Set SMART goals- specific, measurable, achievable, realistic and timebound
- Set specific stretch goals and discuss how they can be achieved
- Proactively seek opportunities to help each other succeed by providing input and feedback
- Set up a regular schedule for reviewing results and success measures



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## Partnership...

- Place team success above individual success
- Praise and acknowledge the value of each other's contributions
- Build in opportunities to collaborate and seek other opinions and viewpoints
- Recognize and celebrate each other's successes



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## Partnership Tips...

- Set aside time at team meetings or huddles to do quick “kudos” recognizing team members for their good work
- Show gratitude--say thank you to a co-worker every day for something they did that day, large or small
- Do quick check ins with each other and offer help or support



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## Progression...



- Seek opportunities for continuous learning and growth
- Strive to be better tomorrow than they are today
- Build continuous improvement into their day-to-day practices

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## Progression Tips:

- Invite team members or experts from other areas to share expertise via mini-learning sessions at monthly meetings or weekly huddles
- Strengthen the team through cross training and sharing experience and expertise
- Ensure every team member has learning or development goals i.e. opportunities to build skills and knowledge
- Do periodic quick huddles to discuss continuous improvement opportunities



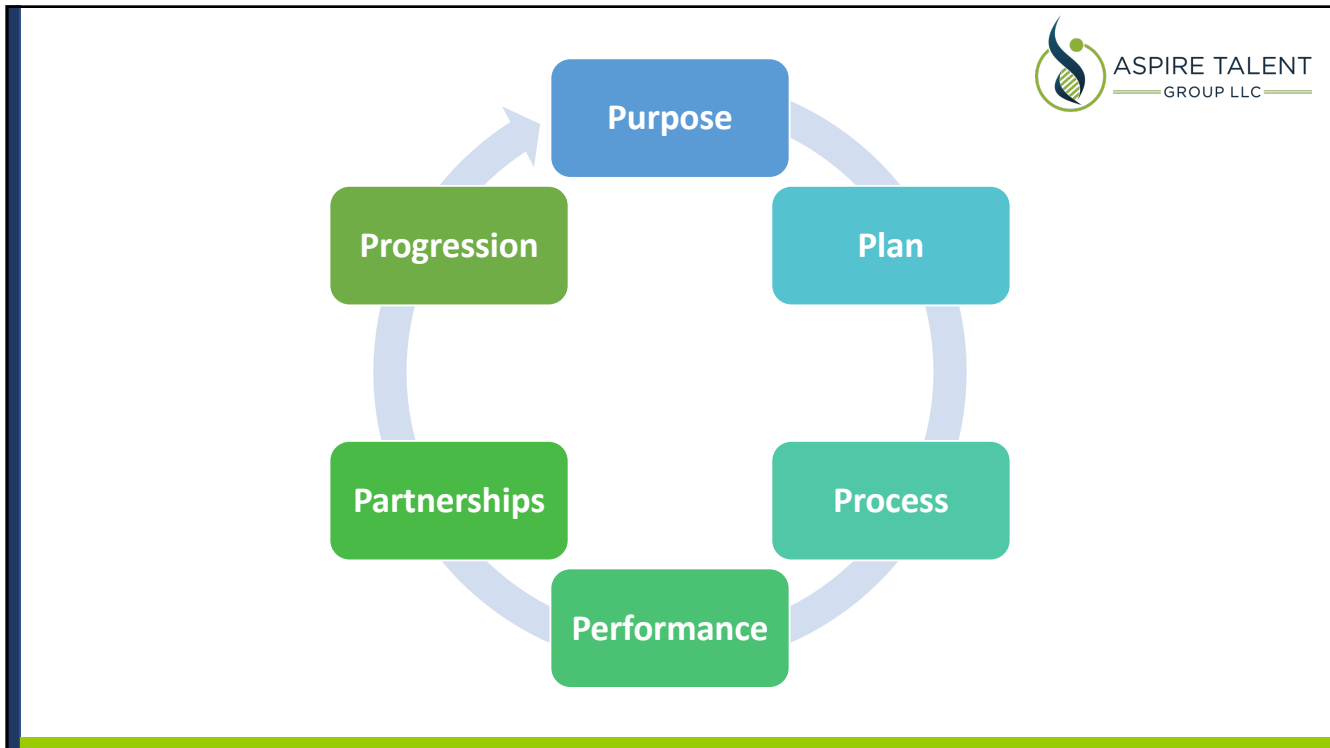
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## Three Core Questions


1. What is going well? What should we keep doing or do again?
2. What is not going well? What should we stop or avoid doing?
3. What would we do differently next time?



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## Individual Learning Actions

- Reflect on your role and how it connects to the larger mission, vision, and goals of your organization. Where do you see connections in how your role contributes?
- Are there any part of your role that remain unclear where you could benefit from clarifying your role and expectations?
- What additional skills would you like to build and how could you further your growth and development?
- What opportunities do you have to show gratitude and appreciation at work as you interact with your team members?
- How could you incorporate opportunities for continuous improvement into your daily work?

9/10/2021

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## Team Learning Actions

- Reflect on how you would describe your team's core purpose and what success look like for your team?
- How does your team prioritize your work? How could we improve how we prioritize?
- How does your team measure and track your goals and progress?
- Are there any places where your team could benefit from implementing a defined process or procedure, or any current processes that need to be updated or streamlined to create additional efficiencies?
- How could you build in time to recognize and celebrate your accomplishments as a team?
- How could you build in opportunities for continuous learning and improvement, cross-training, or other skill-building?

KEEP  
EARNING

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## Building the Best Team Series



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