



HR Club

Monthly newsletter from "HR Club"

Issue No. (10)

July 2014

How to Build Highly Effective Teams



Too often, teams are formed merely by gathering some people together and then hoping that those people somehow find a way to work together. Teams are most effective when carefully designed. To design, develop and support a highly effective team, use the following guidelines:

1. Set clear goals for the results to be produced by the team.

The goals should be designed to be "SMART." This is an acronym for:

- Specific
- Measurable
- Achievable
- Relevant
- Time-bound

2. Set clear objectives for measuring the ongoing effectiveness of the team.

The objectives, that together achieve the overall goals, should also be designed to be "SMART." Objectives might be, for example, to a) to produce a draft of a project report during the first four weeks of team activities, and b) achieve

Board-approval of the proposed performance management system during the next four weeks. Also, write these objectives down for eventual communication to and discussion with all team members.

3. Define a mechanism for clear and consistent communications among team members.

New leaders often assume that all group members know what the leaders know. Consistent communication is the most important trait of a successful group. Without communication, none of the other traits can occur.

4. Define a procedure for members to make decisions and solve problems.

Successful groups regularly encounter situations where they must make decisions and solve problems in a highly effective manner. Too often, the group resorts to extended discussion until members become tired and frustrated and eventually just opt for any action at all, or they count on the same person who seems to voice the strongest opinions.

Read More:

<http://managementhelp.org/groups/team-building.htm#build>