Management Video Series

Healthy Teams Checklist

Read the following statements and check all that apply. See the additional resources at the end of this document to support your growth.

Trust

- o   I trust the people on my team
- o   I model trust with my team
- o   My team members feel comfortable expressing differing opinions
- o   We have robust conversations during team meetings
- o   People respectfully disagree with one another
- o   Team members seek feedback and advice one another
- o   When there is a conflict, team members feel comfortable directly talking to the other person about the situation
- o   Team members ask for help when they need additional support
- o   Team members are willing to be vulnerable with one another

Open Communications

- o   I openly communicate with my team
- o   I am transparent with my team
- o   I communicate changes to my team
- o   There is transparency around decision-making within our team
- o   There is alignment around team goals
- o   Each person on the team understands their role in supporting larger goals
- o   Work is not being duplicated
- o   The results of work products are what was expected among the team
- o   People feel heard and have a clear path for expressing their opinions
- o   There is clarity among the team
- o   People talk respectfully with one another
- o   My team understands the preferred communications style of other team members

Create Buy-In

- o I solicit feedback from my team
- o My team has opportunities to weigh in on goals and vision
- o My team has autonomy for how they will accomplish goals
- o My team has a clear role in decision-making processes
- o Team members understand their unique contributions to the team
- o Team members understand the impact of their work

Build Relationships

- o I feel that I have strong relationships with the individuals on my team
- o My team members have strong relationships with one another
- o I regularly build in time for my team to get to know one another
- o There is laughter among our team
- o We are present with one another
- o We give credit to one another for the other's work, ideas, etc.
- o We offer help and support to one another
- o We understand one another's workstyles
- o My team speaks positively about one another
- o We get together for reasons other than work (e.g. eat lunch or have coffee breaks with one another)

Resources

General:
Gallup's *How to Improve Teamwork in the Workplace*
Bridgespan's *Five Tips for Building High-Performing Nonprofit Leadership Teams*

Trust:
Forbe's *Ten Ways to Build Trust on Your Team*
Society of Human Resource Management's *Building Trust as a Manager*
The Balance Careers' *How To Build Trust on Your Team*
Social Transformation Project's *Creating Team Agreements*

Communications:
Social Transformation Project's *Team Feedback Toolkit*
Forbes' *Which of These 4 Communication Styles Are You?*
Insights With Impact's *The Chemistry of Team Communications*
Inc.'s *How to Communicate with Your Team More Effectively*

Gallup's *Create a Culture that Inspires: Communications*

Creating Buy-In:
The Management Center's *Modes of Decision-Making*
Social Transformation Project's *5 Pathways to Effective Decisions*
Social Transformation Project's *DARCI Accountability Grid*
Gallup's *Successful Leadership: Create a Vision Through Inspiration*

Relationships:
Predictive Index's *Team Activities with Team Work Styles*
Harvard Business Review's *Do You Know How Each Person on Your Team Likes to Work?*
Forbes' *16 Effective Ways to Encourage Strong Team Relationships*