

# Building a Team

When it comes to teambuilding, a “one size fits all” strategy rarely works. Consider these points when determining how to build a team that can reach its full potential:

- ▶ **Establish expectations.** Team members should understand both their responsibilities and the procedures they are expected to follow. It’s important to be consistent about expectations about arrival and departure times, length of lunch hours, etc. Avoid creating the perception that you are playing favorites by allowing flexibility for some workers and not others.
- ▶ **Get to know team members on an individual basis.** Spending one-on-one time with each member of your team will give you a better sense of who they are as people and what unique skills they bring to the table. Look for opportunities to help each of them grow and develop new abilities.
- ▶ **Communicate a clear vision.** Clearly articulate how your team contributes to overall business goals, both in day-to-day operations and over the long term. A team that understands its role in the larger organization’s success is more likely to make good decisions.
- ▶ **Engage in teambuilding efforts.** Give your team the occasional “recess.” Schedule a team luncheon or bring in pizza and play board games over the lunch hour. Creating opportunities for



team members to interact in a more relaxed setting may increase trust and foster better working relationships.

- ▶ **Expect a variety of reactions to change.** Take a realistic, positive approach to difficulties and focus on concrete steps that will help get team goals back on track.
- ▶ **Anticipate turnover.** When valued employees move on to other opportunities, the team will have to adjust to role changes or the addition of new, possibly less experienced members. Consider if a staff departure is an opportunity to realign positions based on changing business needs.
- ▶ **Develop leadership skills.** Read a book, take a class, or challenge yourself with new experiences.

The LifeMatters Management Consultation Service can provide more ideas on how to build an effective team. Consultation is available 24/7/365.

Call the **LifeMatters®** by Empathia Management Consultation Service toll-free anytime. **1-800-367-7474**

Assistance with Life, Work, Family, and Wellbeing • 24/7/365  
Call collect to **262-574-2509** if outside of North America  
Visit **LifeMatters®** online at **mylifematters.com**  
 [facebook.com/lifematterseap](https://www.facebook.com/lifematterseap)



Language assistance services in your preferred spoken and written languages are available at no cost by calling 1-800-367-7474.