

QUICK TIPS

Design for a new team

Step 1 Getting Acquainted

Step 2 Sharing Expectations

Step 3 Clarifying Goals

Step 4 Developing Working Relationships

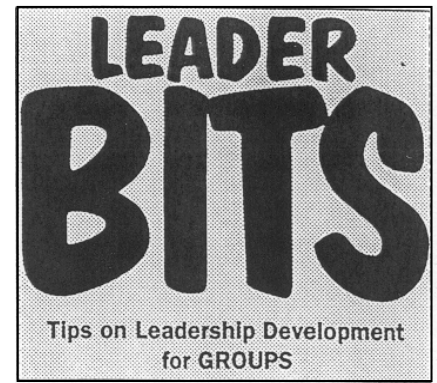
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BITS** are available on
the following topics:

- Advising Groups
- Agendas
- Assertiveness
- Brainstorming
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- Difficult Members
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 - Group Performance*
 - Individual Performance*
 - Meeting Evaluation*
 - Program/Event Evaluation*
- Financial Series
 - Budgeting Organization Money*
 - Corporate Sponsorship*
 - Fundraising*
- Getting Involved
- Goal Setting
- Group Dynamics
- Icebreakers
- Marketing Your Leadership Skills
- Meetings
- Minutes from Meetings
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Program Planning
- Public Speaking
- Publicizing Events
- Recognition
- Recruiting Volunteers
- Retreats
- Starting an Organization
- Stress Management
- Team Building
- Time Management
- University Events

**LEADER
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SILC staff offers programs and
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TEAM BUILDING

Team = An energetic group of people who are committed to achieving common objectives, who work well together and enjoy doing so, and who produce high quality work.

Team Building = The process of forming diverse individuals into a group who share common goals, objectives, and expectations, as well as a commitment to one another.

Ingredients for successful team building:

- A block of time (2 - 4 hours)
- A comfortable, informal environment
- A relaxed, open-minded group of people
- An agenda of activities to stimulate growth, sharing, and bonding

Team Building is appropriate:

- For a new group
- For an organization with large numbers of new people
- When members seem bored or irritable
- When members appear to be going off in different directions
- When there is a lot of conflict or infighting
- When members have been apart for awhile
- When you want to break from normal routine
- When you want to boost a group's team spirit

Team Building Activities

Step 1: Getting Acquainted

Interviews - Group members pair up and interview one another for 5 Minutes each. Partners introduce each other to the group, including Everything he/she can remember about the partner.

Step 2: Sharing Expectations

"I Expect" Exercise - Leader passes out 3x5 cards where members list Expectations of leader, officers, group members, and advisor. Cards Are passed in and expectations are listed on chalkboard, discussed, And accepted or rejected as realistic.

Step 3: Clarifying Goals

Group Goal Setting - Members participate in reviewing previous goals And setting the group's goals and objectives for the coming year

Step 4: Developing Working Relationships

Rap Session - Discuss questions like:
"How will decisions be made?"
"What will be our working styles?"
"How will we assure everyone the chance to speak?"
"How will we resolve differences?"
"How will we insure completion of our work?"

Check out the Leader Bits on Group Dynamics, Icebreakers, and Officer Transition for more ideas.

Some information adapted from University of Michigan Student Organization Development Center handout.