10 Tips for Effective Teamwork

Talent wins the games, but teamwork and intelligence wins the championships (Michael Jordan)

1. Objectives and Goals

Successful teams have clear objectives that all team members are aware of and working toward. There is a clear vision and shared values.

Team members are committed to the goal and live the values.

2. Participation

Active participation is evident and encouraged by all team members. Team members focus on their areas of strength for the greater good of achieving the team outcomes.

Effective teams want the team to succeed and place team success above individual recognition and reward.

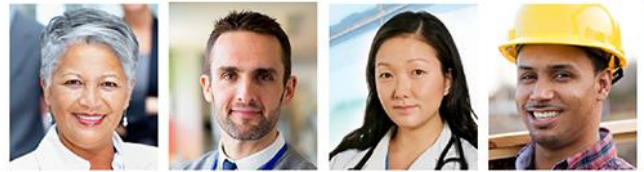Everyone carries their weight.

3. Trust

Fundamental to effective team functioning is trust. This allows for an environment where people are willing to risk, and to make mistakes, thus pushing the team out of their comfort zone.

Trust also enhances team co-operation as team members are not competing, they co-operate to achieve team goals.

4. Continuous improvement / learning

Team members in successful teams are open to learning new things and adapting old ways of doing things if a better way is highlighted.

5. Feedback

Linked to Point 4, in order for continuous improvement individuals are open to providing and receiving feedback about the work and the way the work is done. This feedback is never personal; it is always focused on work and improvement.

6. Interaction

Team members have some fun together and celebrate success. They build healthy work relationships with one another which lends to contribution and freely share ideas.

7. Effectiveness review

Work and processes are constantly reviewed for what worked well and what could have been done more effectively and efficiently. These learning's are then applied in the future, thus review is for a purpose and makes a difference.

8. Clear expectations

Expectations around standards, time frames and behaviour is explicit, not assumed.

9. Honest communication

Team members are willing to communicate in an honest and effective way with one another about ideas, through feedback and review, sharing both the positive and the negative.

Successful teams usually house individuals who so have their team member's best interests at heart and genuinely share information and ideas and challenge when appropriate.

10. Transparency

Successful teams explain and understand WHY things are occurring. If for some reason they cannot share information they explain it to colleagues. There are no hidden agendas.