TEAM DEVELOPMENT CHECKLIST

This free checklist shows you the behaviors your team requires you to exhibit during its four-stage development. By successfully supporting your team as it evolves you will have a high performing group that displays trust, expertise and cohesion.

STAGE 1 - FORMING

- You need to adopt a hands-on approach to management and support for your team.

- All your communications must be clear, concise and use appropriate language for your team.

- You must provide a structure for the team and guidance as they perform their role.

- Your aim is to build good relationships within the team.

STAGE 2 - STORMING

- You need to control the conflict that will result as differences are expressed and worked out by actively listening to exchanges between members.

- Offer the support the team need at this stage of their development rather than guidance.

- Your role is to aid and offer explanation for the decisions made.

- You may need to alter the composition of the team so that is can operate effectively.

STAGE 3 - NORMING

- During team performance of tasks and discussion your role is one of observer so that trust and cohesion can develop.

- Your purpose is to facilitate team members in their decision-making process so that an environment of harmony and team pride is created.

- Your role becomes one of a mentor and delegator offering your team greater opportunities for raising their levels of expertise.

STAGE 4 - PERFORMING

- As manager your role now is one of a delegator, briefing your team thoroughly and in sufficient detail and enough resources that they can achieve their objective.

- You are able to oversee you team as they work towards their goal because they are now competent and autonomous in handling the decision-making process.

- It is essential you monitor your team's relationships and performance to ensure that the group dynamics remain positive and productive.