

# KeyMakers Kick-Off: Tuckman Stages of Team Development Strategies

## September 2016

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### Forming

- IT ready at start of the day one
- Practice good hospitality (Tour, Meet & Greet, Take to Lunch)
- Discuss mission of organization
- Shadow/Buddy System
- Team Building -Share individual areas of strength)
- Set training schedule
- Identify training tools and resources (Training checklist, resource manual/agency & program)
- Job description review and expectations
- Share preferred method of communication
  - Open/flexible/follow through
  - Time for questions
- Share preferred method of leaning
- Share Bios
- Ice Breakers
- Food=Fellowship
- Regular team meetings
- One-on-one supervision
- Establish and share goals
- Mission focus & discussion
- Complaint box- Forum or process to address complaints
- Set ground rules
- Empower them to make decisions
- Encourage curiosity- asking questions
- Share traditions
- Email introductions
- Onboarding gifts ("Swag")

## Storming

- Team building exercises
- Assign a leader
- Bring in a facilitator
- Create or revisit rules of engagement
- Revisit “why” we are here
- Revisit of establish Goals
- Re-evaluate team members and their fit
- Divide and delegate → Form Again
- Clarify roles and responsibilities
- Start meetings with kudos
- One-on-one check in
- Have a direct conversation about the conflict
- Talking stick- everyone is able to have a voice
- Outside outings- bowling; happy hour; team bonding
- Request participation from all
- Teach & lead by example
- Provide feedback and tools for managing and handling conflict effectively
- Manager to provide structure/task (Agenda)
- Teaching and pointing out self- awareness (behaviors, moods, etc.)
- Defining goals; Objectives = Mission
- Prepare the team with a solution focus meeting
- Switch roles for a day- be in person’s shoes

## Norming

- Pizza party or happy hour
- Employee recognition and appreciation
- Ice breakers & get to know each other better
- Solution sessions- put problem out there for input (give them something to team around)
- Mission moments & success stories
- Wellness activities- fitness challenges or walking lunches
- Company attire with logo, logo gifts
- Safety zone to express opinions

- Focus on processes and outcomes, not individuals
- Strength-based focus
- Assume good intent
- Identify best practices and provide tools for success
- Collective decision making and empowerment
- Clear expectations
- Celebrate team successes-“WE” moments

### **Performing**

- Lunch & learns
- Celebrate uniqueness
- Solicit input from all
- Team Spirit (Celebration, engagement, bowling)
- Clear role and responsibilities
- Clear goals
- Energized belonging
- Ongoing trust to communicate freely
- No judgment
- Genuine inclusion
- Expanding roles and projects
- Always have a project to work on next
- Recognize both individuals and staff; emails, verbal, web based
- Full involvement in problem solving process; inverting the triangle.
- Food!
- Identify professional development opportunities
- Take turns leading the meeting, or sending team members to meetings
- Look for ways for team members to take on more responsibility, grow and develop
- Lead and create special projects
- Identify key strengths
- Consistent regularly scheduled meeting, changing locations

## **Adjourning**

- Acknowledge anniversaries, promotions, and achievements
- “We did it”
  - Picture, Memory Book
- Re-assess team roles
- Workload Distribution
- Address separations in a timely manner
- Acknowledge what the leaving team member has contributed
- Goodbye lunch or happy hour
- Thank you’s