



The NewsUpFront

The Newsletter of UpFront Organization Development Consulting

BUILDING EFFECTIVE TEAMS AND WORKGROUPS

Building effective teams is one of the best investments you can make in your organization. An effective work group accomplishes its goals—an ineffective work-group accomplishes little. An effective team gives you the freedom to act—with ineffective teams, all you can do is react. The process of developing an effective team is called team-building.

What's a team?

A team is any group that works together toward a common goal. Reaching the goal requires teamwork—and a clear, shared vision of the future.

Team...work?

Team-building isn't magic—it's just plain

hard work. Yet you know how challenging and motivating it can be to really work together. In getting to that point, it's critical to know what steps to take and when to take them.

What are some of the steps?

- Mission—The team must know the organization mission and then establish goals that contribute to that mission. And the team must be clear about its own mission.
- Assessment—The team must identify the criteria that ensure their effectiveness and assess how well they fulfill each of the criteria—identifying strengths and weaknesses.

Building Blocks for Team Effectiveness



- **Goal-setting**—Team members must identify ways to improve team effectiveness, working together to develop common goals, learning the benefits of cooperation.
- **Communication**—The team must learn to communicate about ideas, problems, opportunities and concerns both within the group and up and down the organization.
- **Leadership**—Good teams need good leaders. And learning to share leadership can make the team even more effective.

Which teams in my organization can benefit?

UpFront has helped teams at all levels to improve their effectiveness. Management teams, staff or line departments, and employee work groups all have different responsibilities, but all effective teams share some common characteristics. UpFront's goal is to help your team identify common goals and work together more effectively.

Will the UpFront consultant tell us what to do?

UpFront is committed to helping you make the best decisions. We are process oriented—we can help your team find better ways to make your decisions, but you make the decisions. After all, no one knows your organization better than you do.

You need your work-groups to be more than just a "...number of persons."

UpFront can help you build your work-groups into effective, goal-achieving teams.

About UpFront

UpFront is an organization development consulting firm located in Saint Joseph, Minnesota. We provide organization development, program evaluation and research services. Our company is a partnership between owners Dianne Tuff and Murdoch Johnson—and UpFront's clients.

Our Mission

To help and support teams, organizations and communities as they merge past experience, present strengths and future dreams to create positive change.

Our Vision

UpFront works with progressive, socially-responsible organizations on projects that challenge us and build on our strengths. We strive for balance between the professional and personal—and we integrate our personal values into our professional lives.

Contact UpFront

Dianne Tuff

320-255-9657

dianne@upfrontconsultingmn.com

Murdoch Johnson

320-529-4071

murdoch@upfrontconsultingmn.com

Web site:

www.upfrontconsultingmn.com