

Fast Start For Teams

In many business environments, people don't have the luxury of letting a group slowly gel into a team. Virtual and project teams can come into existence quickly, and they must function and advance toward results without delay.

This course walks team members through the process of setting up a team charter. It provides practical, actionable tools to help members stay on track, avoid the problems that plague many teams, and achieve success.

COURSE OVERVIEW

- > **A Great Start:** Participants learn how they can avoid common team problems by giving their team a solid start. They review each section of a team charter and learn how each will set up their team for success.
- > **Team Purpose/Responsibilities:** Participants learn the importance of having a team purpose and list of responsibilities and what each should cover. They draft their team's purpose and identify their responsibilities. Optional activities have participants distinguish between well-written and poorly written purpose statements and relate their purpose to organizational goals.
- > **Goals, Action Steps, and Performance Measures:** Learners identify goals and develop steps to track progress. Optional activities help participants understand and apply the criteria for setting goals and strengthen their ability to develop goals, action steps, and performance measures.
- > **Ground Rules and Meetings:** Team members discuss expectations and set ground rules. They decide on meeting frequency, duration, and mechanics.
The option to identify and develop additional charter sections is included.
- > **Next Steps:** The team decides how they will use their charter and discusses any issues or actions from the charter process.