

# TEAM BUILD WORKSHEET

This worksheet is based on work done by Bruce Tuckman who identified the stages of team development: Forming, Storming, Norming, Performing, and Adjourning. When leading a team, you need to understand how to identify the stages and what your role is as a leader to move your team quickly into the performing stage. This worksheet steps you through the stages of team building.

## FORMING

In this first stage, there is uncertainty about roles and employees are looking for guidance from the outside.

### ASK THESE QUESTIONS:

- What is the Team Goal? Remember to make it SMART.
- How do you plan on communicating your goal to the team AND keep it front and center throughout the team initiative?
- What strengths do you bring to the team?
- What challenges do you bring to the team?
- What specific expertise do you need on the team to accomplish your goal?
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
  - d. \_\_\_\_\_
- Based on your strengths and challenges and the expertise needed on the team, **who** do you need to invite to your team?
- What roles and responsibilities will each team member have?

- How will you build trust amongst team members?
- What will the reward structure look like?
- How will you lead the team into collaboration?

## LAUNCH PROJECT

Steps to take as you launch your new team:

- Create an agenda for your project team launch to include defining operating norms, team charter/mission, roles and responsibility, decision making process, and feedback guidelines.
- Facilitate discussion to define items on the agenda noted above.
- Create project timeline and assign tasks.

## STORMING

During this stage, team members may display some confusion and conflict over goals, decision-making, roles and control.

Steps to move towards Norming stage:

- Assess team members behaviors and communications
- Determine who, if any, you need to switch out of the team
- Determine who you need to coach and COACH

## NORMING

Team members come together and there is an acceptance of goals, roles, norms, positive work relationships in the Norming stage.

Steps to move towards Performing Stage:

- Recognize individual and group efforts
- Provide learning opportunities and feedback
- Arrange social events
- Monitor energy of the group

## PERFORMING

Team members are comfortable working together and have reached their peak productivity when you arrive at the Performing stage.

Steps to take to move into the Adjourning stage:

- Measure milestones
- Celebrate successes
- Self-evaluate team
- Freely delegate
- Encourage group problem-solving and decision-making
- Provide opportunities to share learning amongst team members
- Meetings are focused on results as relationships have been solidified
- Be selective of team members

## ADJOURNING

You enter adjourning stage as your team completes their goal and members move onto other initiatives.

Steps to take as a leader:

- Document Lessons Learned
- Recognize team accomplishment
- Celebrate Success



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