Team Talk

Understanding Your Teams and
5 Steps to Creating Synergy and Increasing Productivity
Every Monday Morning
Managers have Two Questions:

• What deadlines are impending?

• How do I get my employees to share a sense of urgency for deadlines and issues?

In other words, what is on my to-do list as a manager?

• What’s the best use of my team members?

• How do I keep them motivated?

• What makes a great team?
5 Steps

1. Identify Character & Skills
2. Create Balance
3. Create Dialogue
4. Understand the Team Dynamics
5. Create an Atmosphere
Character & Skills – your most important tool

Team members

- Strength
- Fragility
- Interests
1. Identify Character & Skills

- Create a chart that lists all of the skills from your team members:
  - Software knowledge
  - Customer Service skills
  - Technical knowledge
  - Strategist
  - Planner
  - Detail-oriented
  - Historical perspective
  - New to the organization
2. Create Balance

- Assign sub-groups based on those characteristics and skills.
- Align expectations equally among the sub-team.
- Bring back full team participation periodically to ensure alignment of the project.
3. Create Dialogue

• Best Practices first!

• Participants

• Problem Solve
4. Understand the Team Dynamics
5. Create an Atmosphere
Remote is the new office setting

• How this impacts the team

• How to prepare for consistent pandemic shifts in the months ahead

• Creating a new way to keep team members engaged and feeling part of the organization
“Managers looking to develop fortified bonds among their teams, Chris has delivered a textbook reference for building an emotional bridge within company culture.”

Dorie Clark
Duke & Columbia Business Professor,
Author of Stand Out and Top 50 Business Thinker in World – Thinkers 50

“Finally a RELIABLE resource for strengthening remote teams.”

Ron Carucci
Managing Partner, Navaleant and Bestselling author of Rising to Power
Remote Activity: Team Pulse Check (10 minutes)

- Ask people about to write down a ranking from 1 – 10 regarding:
  - their energy level
  - support at work
  - support at home
  - communication effectiveness
  - feeling valued
  - Inclusion

As a leader, you should be truthful and share your numbers as well.

If anyone wants to volunteer to share let them.

Watch for low numbers – these might need a personal reach out to ensure the person is ok.

Remote Activity: Question of the Day (10 minutes)

Some examples:

- Ask about interests, memories such as favorite dishes as a child to what gives you the most joy?
- What is your motto in life?
- What is your new daily routine?

Create an opportunity for everyone to answer a chosen question each meeting. This provides an opportunity to learn more about each other.

Now you’ve invested in time to create a balance, ensure dialogue, create an atmosphere, understand your team members and their characteristics and skills.

Now every Monday Morning Managers should have a team that responds to those same Two Questions.

• What deadlines are impending?
  • Team members will be more proactive when they are valued and have a stake in the goal. They’ll begin to recognize the weekly patterns and take an active interest in the projects.

• How do I get my employees to share a sense of urgency for deadlines and issues?
  • Team members who are valued for their characteristics and skills will find value in the organization. Supporting them to strengthen their skills and creating better team opportunities will also create powerful members who understand the goals and deadlines.
Questions & Answers

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Thank You for attending!