Vol. 9, No. 2
November/December 2005

Tools

Transform your group into a TEAM

BY JOAN RICHARDSON

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National Staff Development Council
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Transform your group into a team

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DEFINITION OF TEAM

"A team is a small number of people with complementary skills who are committed to a common purpose, set of performance goals, and approach for which they hold themselves mutually accountable."

Jon Katzenbach and Douglas Smith, "The discipline of teams,"

(See illustration on Page 3.)

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Transform your group into a team

Continued from p. 2

NSDC **TOOL**

Developing norms

EXAMPLES OF NORMS

We will work together as a community that values consensus rather than majority rule.

We will be fully "present" at the meeting by becoming familiar with materials before we arrive and by being attentive to behaviors which affect physical and mental engagement.

We will invite and welcome the contributions of every member and listen to each other.

We will be involved to our individual level of comfort. Each of us is responsible for airing disagreements during the meeting rather than carrying those disagreements outside the meeting.

COMMENTS TO THE FACILITATOR:

SUPPLIES:

TIME:

Directions

1.

2.

3.

4.

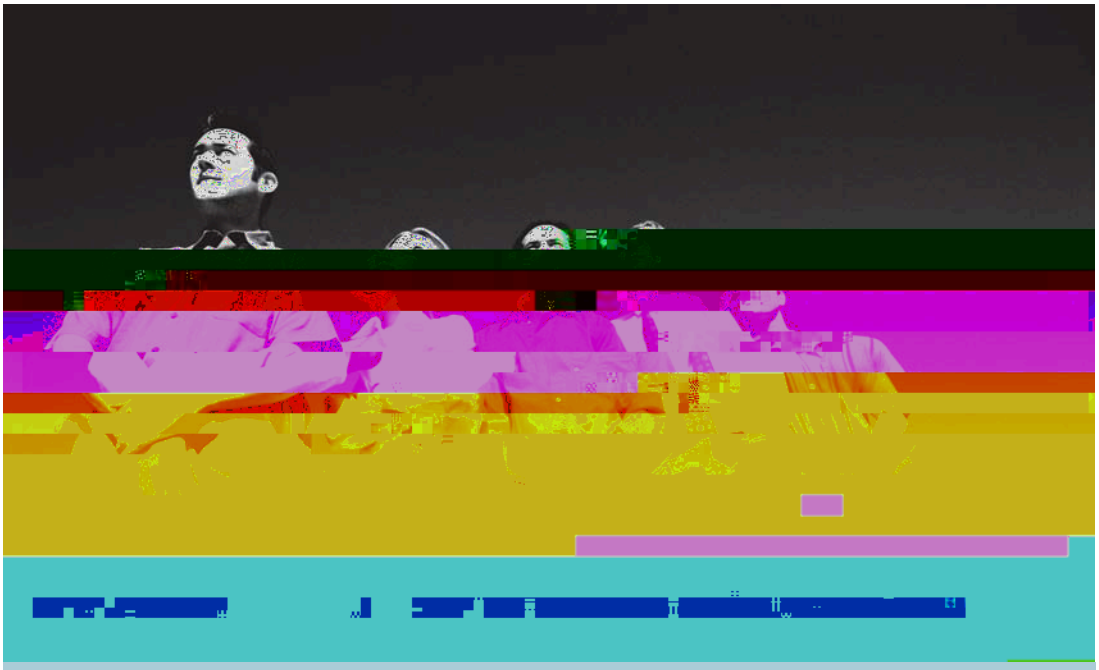
5.

6.

7.

8.

Source: *Tools for change workshops*



OBJECTIVES

DIRECTIONS

1 = Almost never **2 = Seldom** **3 = Occasionally** **4 = Frequently** **5 = Almost always**

Questionnaire

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

ISSN 0276-928X
Tools For Schools is published four times a year (August,

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