

# ATTENTION!



10 BEST PRACTICES  
TO BUILD A  
HIGH-PERFORMING TEAM



# 1: Establish clear team goals and objectives to motivate and engage team members.

Focus on clarity, specifics, and what the desired outcomes looks like. Write your objectives below. Start at your level, then break them down in smaller objectives for each team member (i.e., individual objectives lead to accomplishing your objective).

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## 2. Foster collaboration by encouraging team members to share ideas, provide feedback, and brainstorm solutions to challenges.

The objective is to get team members to share their thoughts with the team as a whole. Write down various feedback mechanisms you can use and what environments you'll use them in.

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### 3. Encourage communication and open dialogue so that everyone feels heard and respected.

Focus on understanding what team members are sharing. Write down "how" you will lead this effort (e.g., repeat what was said, ask questions, document what was shared and ensure all team members have access to the document, etc.).

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## 4. Celebrate successes as a team and recognize individual contributions.

Write down different ways you can do this. What resources do you have available to support your efforts? Often times, a **sincere and public** "Great Job" or "Thank You" go a long way in building high-performing teams.

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# 5. Utilize the strengths of each team member to create a stronger whole.

Write down each team member's top 3 strengths... as "you" see them. Have them do the same as "they" see them. Are there gaps? Use tip 2 to solve for those gaps.

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# 6. Develop trust within the team by building relationships and understanding each other's needs.

How will you build trust between you and each team member and amongst the team as a whole? Consider the "whole" person vice simply seeing your team members as workers / employees.

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# 7. Establish roles and responsibilities, and ensure that everyone is held accountable for their actions.

Focus on the strengths of each team member you outlined in tip 5. Use the journal to map roles and responsibilities to your team members. Misalignment lends to frustration, incomplete tasks, and failure to achieve desired outcomes.

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# 8. Foster an environment of respect, care and appreciation for each other.

Leadership priority number 1... demonstrating that you care about your people. When your team members know that you care about them, it builds trust, open dialogue, collaboration, and relationships. Write down ways you can "show" you care.

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# 9. Allow opportunities for growth and learning within the team.

Write down what professional development currently looks like for your team. What would you change? Where can you improve and how will it impact the team?

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## 10. Create a safe space for team members to take risks without fear of failure.

Growth and improvement is born from failure. The key is to ensure your team members know that failure is expected and it's what they do with the lesson learned that matters. How will you define this for your team?

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# 10 Best Practices to Build a High- Performing Team

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