Building a Successful Team

*Using appropriate methods and a flexible interpersonal style to help build a cohesive team; facilitating the completion of team goals.*

**Key Actions**

- **Develops direction**—Ensures that the purpose and importance of the team are clarified (e.g., team has a clear charter or mission statement); guides the setting of specific and measurable team goals and objectives.

- **Develops structure**—Helps to clarify roles and responsibilities of team members; helps ensure that necessary steering, review, or support functions are in place.

- **Facilitates goal accomplishment**—Makes procedural or process suggestions for achieving team goals or performing team functions; provides necessary resources or helps to remove obstacles to team accomplishments.

- **Involves others**—Listens to and fully involves others in team decisions and actions; values and uses individual differences and talents.

- **Informs others on team**—Shares important or relevant information with the team.

- **Models commitment**—Adheres to the team’s expectations and guidelines; fulfills team responsibilities; demonstrates personal commitment to the team.

**Questions**

1. What have you done to ensure that your team clearly understood its charter/goal?
2. Describe how you’ve worked with a team to set specific and measurable goals and objectives. What process did you use?
3. Accomplishing team goals requires that all team members fulfill their responsibilities. Tell me about what you’ve done to help clarify a specific team member’s roles and responsibilities.
4. There are many obstacles that can prevent a team from accomplishing its goals. Describe a time when you were able to remove obstacles so your team could achieve a goal.
5. Sometimes teams get off track when working toward a specific project or goal. Describe a time when this happened and you were able to help your team get back on track. What did you do?
6. Tell me about a time you were on a team and had to involve other team members in decisions and actions. What was your approach?

7. Describe the most effective techniques you’ve used to encourage team members to contribute their talents to the team’s function or goal. Give me a specific example of a time when you used one of these techniques.
8. Tell me how you determined what information to share with a team to help them achieve their objectives. Give me a specific example.

9. For a team to function effectively, every member must be committed to the team and its goals. Tell me about how you’ve demonstrated your commitment to the team. What were the results?

10. Tell me about a time when you had to step in to help a group or team complete a task/project/assignment. What did you do?

11. Can you give me an example of a time when you worked with a group or team to determine project responsibilities? What was your role?

12. Think of a time when you had a major role in developing a team that became very successful. Tell me one or two things you did that contributed to the team’s success.