

# “Hot Tips”

## For team transitions

A team transition, addition or deletion of a new team member, is an opportunity for your group to re-examine your team agreements, ground rules, decision making processes, support mechanisms, role division, and conflict resolution processes to ensure continued and refined team effectiveness.

Below are a few topics and questions to consider at your first team meeting with your new team members or after a loss of a team member. Time spent in these conversations will be time well spent.

- **If adding a new team member; begin with building trust and rapport:**
  - Share a bit of information with each other, personally and professionally.
  - Share any communication or personality preference profiles you have done, strengths, or values assessment with each other. Check out [www.itpmetrics.com](http://www.itpmetrics.com) for a short personality and conflict assessments, they provide nice reports that are easy to follow.
  - What challenges and strengths might be observed in the new team?
  - What keeps you engaged and what causes you to withdraw from a team? How can your teammates help if you withdraw?
  - Do you have any “stories” to check out? Sometimes we make assumptions based on things we’ve heard or observed. Be curious and open-minded about your new team members.
  
- **If you have a loss of a team member; discuss the emotional and functional components of how this loss has and/or may affect your new team formation as you work together:**
  - Create space for team members to share their thoughts, concerns, and feelings about the loss.
  - Take time to discuss what worked previously and what the challenges may be moving forward.
  - How will you divide work now and make decisions as a team?
  - What commitments and ground rules need to be revisited?
  - How will you record these (Ex: team agreement, link here for a template).
  - What communication approaches had been working well? What wasn’t working well? What can you do moving forward to enhance communication?
  - How will the different roles look now with a loss of a team member? Do any roles need clearer descriptions?
  - How will you approach conflict in this new team formation should one arise?

- **(If you are in a brand new team).**

**Discuss the social and functional components of how your team will work together:**

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- What challenges and strengths might be observed in the new team?
- What keeps you engaged and what causes you to withdraw from a team? How can your teammates help if you withdraw? What kind of support do you need/want from this new team to help you excel?
- Do you have any “stories” to check out? Sometimes we make assumptions based on things we’ve heard or observed. Be curious and open-minded about your new team members.
- What commitments and ground rules should be discussed and recorded? How will you record these (Eg. team charter, team agreement, shared living document)? Click here for a team agreement template.
- Discuss what communication approaches have been working in your previous teams? What hasn’t worked? What will work in this new team?
- Discuss what learning strategies have been working well? How will you build an environment of critical thinking to bring your best to each team assignment?
- Discuss how will you divide work and make decisions as a team? Will you always aim for consensus, or is reaching commitment sometimes appropriate?
- What roles are important to have? What are the descriptors of these roles? How will leadership play a role in your success?
- How will you approach and deal with conflict?

- ✚ Did you take time to close and celebrate in your last team? If now how can you build that into your new team? Celebration and closure can enhance the learning from your teamwork

*Contact your team coach for support anytime.*

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