

# Building a Team

## **A TEAM BY DEFINITION IS AN ENERGETIC GROUP OF PEOPLE**

### **WHO:**

- Who are committed to achieving a common objective.
- Who work well together and enjoy it.
- Who produce high quality, detailed, and planned results.



A good leader knows that the PTA is only as strong as its individual members.

Individuals can become strong, effective PTA members if their individual needs are met. A PTA leader can help to build strength and leadership in the unit by understanding and giving attention to these needs:

### **A GROUP MEMBER NEEDS:**

- A sense of belonging. A feeling of being welcomed. A sense of being needed for one's self, not just for money or name. Use many different people on committees – *ask everyone* to do something at least once.
- To share in planning activities, programs and goal setting. Allow everyone's ideas to have a fair hearing. Have one meeting where there are small group discussions that encourage input from everyone.
- To feel that he is contributing to a good cause that extends beyond self; what is being done is worthwhile. Be sure projects and programs are meaningful; provide worthwhile activities and information.
- To know what is expected - clearly outline job descriptions and committee assignments.
- To have responsibilities that challenge, are within the range of abilities, and contribute toward the organization's goals. Match jobs with abilities of members. A good leader knows or learns of his/her membership.
- To see that progress is being made. Report regularly to the membership on programs and projects
- To be kept informed. An informed membership will be an enthusiastic, supportive membership
- To have confidence in the leadership. Confidence is based on consistent, fair treatment; recognition when it is due; efficient handling of duties and responsibilities.

### **RESPONSIBILITIES OF GROUP MEMBERS**

Groups are typically a potpourri of personalities, talents and skills. Group members have different levels of information, motivation and enthusiasm. Cultural and environment differences often affect the way individual members respond to group activities and deal with problems.

An effective leader can help group members become efficient and effective by allowing them to discover their strengths and weaknesses, providing tools for them to analyze individual skills and talents, and encouraging development within the group.

## GROUP RESPONSIBILITY

- Have a clear understanding of their purpose and goals.
- Look ahead and plan accordingly.
- Achieve a high degree of communication between themselves.
- Initiate and carry on problem solving.
- Be objective about its own functioning; maintaining a balance between emotional and rational behavior.
- Strike a balance between group productivity and the satisfaction of individual needs.
- Share leadership responsibilities among the group members.
- Feel free to express their feelings and points of view.
- Have a high degree of cohesiveness, without stifling individuality.
- Make effective use of the differing abilities of its members.
- Stick to issues that are vital to its members and the association.
- Understand the values and limitations of demographic methods.

## INDIVIDUAL RESPONSIBILITY

- Participate in the group, working as a part of the team.
- Fully support the group efforts.
- Once a goal is set by the group, full commitment to the goals of the group.
- Supply short, goal oriented remarks for discussion of said goal.
- Bring your own individuality, strengths, and creativity to meetings .
- Positive enthusiasm.

## COMMUNICATION

Good communication is vital for effective leadership and team building.

A good leader will:

- Express yourself honestly. Think carefully about what you want to say. Keep in mind the person listening – background, knowledge, feelings.
- Practice good listening skills.
- Don't interrupt. Ask clear, topical questions. Summarize back to the person what you have heard to be clear on both sides of the conversation.
- Respond to the other's statements. Be specific with your replies. Be tactful. Be positive. If it is necessary to reply in a negative way, approach the issue, not the person. Be assertive. Be honest, direct, and respectful.

## SUMMARY - A GOOD LEADER WILL:

- **Let the team make the decisions.**
- **Delegate.**
- **Follow up in a positive way.**