

Connecting as a team



The first month of a new team formation is a crucial time for leaders to establish patterns that will ultimately set the team up for success.

By clarifying communication norms early, structured communication can lead to higher team performance, collaboration and promote psychological safety.

Use the below guidance to get started:

Week one

Spend 1-2 hours getting to know your team:

- Use the 'Connecting and Communicating' worksheet as a tool to understand the current frequency of meetings and the team's preferences in communicating
- Use the 'Team Learning' worksheet to understand more about their strengths, aspirations, personality type and preferences. Share back with your own personal insights, and provide feedback to one another

Outcomes: Meeting cadence mapped, communication channels identified, communication expectations set, build understanding of team

Week two

Spend 1 hour meeting with each team member for 1:1 time:

- Discuss findings from the week one activities on communication and connection
- Enquire about your team member's current workload
- Seek to understand challenges from the past that you could support in the future
- Share your experience and feedback related to the changes so far

Outcomes: Build rapport and mutual understandings of one another

Onwards

Use the Simple Nimble Guide to Better Meetings to support how you implement and structure your meeting agendas in consideration of the feedback you have collected.

Outcomes: Launch new weekly meeting time and/or agenda with the team

Connecting and communicating in our team



Around 86% of employees and executives say poor communication is the main cause of workplace failures, highlighting the value of explicitly agreeing how the team will communicate and meet



As a new team, have a group discussion about how you want to connect as a team – not just about work but opportunities to build connection and morale together.

Tip: The clearer your communication preferences are or how you decide use different channels, the more consistent and strong your communication processes will be

How we connect			
Our meetings	Who attends	Cadence	Agenda
Executive check in	Alan, Sarah, John and CEO	Mondays 9am	KPI reports, council update
Weekly team stand up	Everyone	Tuesdays 9am	Updates, challenges, wins

How we communicate			
We use...	For...	For example...	Why...
In person conversation	Performance check ins, proposals	Annual reviews, proposal presentation	Important, better delivered in person
Email	Questions, progress reports		Formal, creates artefacts of work
Email cc	Big BAU changes, project updates		Keeps people in the loop
Group chats	BAU updates, personal		Keeps us connected
Phone calls	Problem solving		
[other]			

Team Learning



Ask team members to spend time filling this out before the meeting in week one. In the meeting, ask team members to discuss their answer as a group, with other team members asking questions along the way.

Tip: Don't skip the personality type test – it takes time but is always the most fun part of this activity for team members

	<i>Example</i>	[insert name]	[insert name]	[insert name]
My strengths	<i>* High level communication * Ownership</i>			
Areas I would like to develop further:	<i>* Understanding how X system works; presenting to large audiences</i>			
Personal goals or objectives over the next 12 months	<i>* Being comfortable and confident with complicated excel models</i>			
My personality type (https://www.16personalities.com/free-personality-test)	<i>ESTJ - Extrovert; Intuition; Thinking; Judgement (strong J)</i>			
My working preferences	<i>* Work much better in the morning * Home for dinner * Try to be in bed by 10:30 - exercise early</i>			
My feedback preferences	<i>On the spot and regular structured sessions</i>			
I am passionate about (optional)	<i>Being outside</i>			
Team event suggestion (optional)	<i>Hike</i>			