

# STEPS TO CREATING A GREAT TEAM

**1**

**CONSIDER EACH EMPLOYEE'S IDEAS AS VALUABLE**

**2**

**BE AWARE OF EMPLOYEE'S UNSPOKEN FEELINGS**

**3**

**ACT AS A HARMONIZING INFLUENCE**

**4**

**BE CLEAR WHEN COMMUNICATING**

**5**

**ENCOURAGE TRUST AND COOPERATION AMONG  
TEAM MEMBERS**

**6**

**ENCOURAGE TEAM MEMBERS TO SHARE  
INFORMATION**

**7**

**DELEGATE PROBLEM-SOLVING TASKS TO THE TEAM**

**8**

**FACILITATE COMMUNICATION**

**9**

**ESTABLISH TEAM VALUES AND GOALS; EVALUATE  
PERFORMANCE**

**10**

**MAKE SURE EVERY MEMBER HAS CLEAR  
EXPECTATIONS**

**11**

**USE CONSENSUS**

**12**

**ESTABLISH A METHOD FOR ARRIVING AT  
CONSENSUS**

**13**

**SET GROUND RULES**

**14**

**ENCOURAGE LISTENING AND BRAINSTORMING**