Quick Tips

**Design For a New Team:**

**Step 1:**
*Getting Acquainted* (Forming)

**Step 2:**
*Sharing Expectations* (Storming)

**Step 3:**
*Clarifying Goals* (Norming)

**Step 4:**
*Developing Working Relations* (Performing)

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**Leader Hints:**

Leader Hints is a publication of the University of New Mexico Student Activities Center. Copies are available at the Student Activities Center, SUB Room 1018. For more information, call 277-4706.

Some of the information in this brochure was compiled from leadership materials from the University of Texas at San Antonio and the University of Kansas.

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**Leader Hints:**

*Leadership Development Tips for Student Organizations*

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**Team Building**

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**Leader Hints:** are available on the following topics

- Agendas
- Advising Groups
- Budgeting
- Co-Sponsorship
- Community Service
- Conflict Resolution
- Constitution and Bylaws
- Delegation
- Difficult Members
- Elections
- Event and Program Planning
- Fundraising
- Goal Setting
- Group Performance Evaluation
- Icebreakers
- Individual Evaluation
- Meetings and Minutes
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Publicizing Events
- Recruiting New Members
- Retreats
- Starting a New Organization
- Stress Management
- Team Building
- Time Management
**A Team is:**
An energetic group of people who:
- are committed to achieving common objectives;
- work well together and enjoy doing so; and
- produce high quality work.

**Team Building Is:**
the process of forming diverse individuals into a group who share common goals, objectives, and expectations, as well as a commitment to one another.

**Ingredients For Successful Team Building:**
- an uninterrupted block of time (2-4 hours is ideal)
- a comfortable, informal environment
- a relaxed, open-minded group of people
- an agenda of activities to stimulate growth, sharing, and bonding

**In you're planning, be aware of:**
- member’s physical limitations
- how comfortable members may or may not be with physical contact

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**When and Why Should Leaders Plan Team Building Activities?**

**Team building is appropriate for:**
- brand-new groups
- an organization with a large number of new members
- groups in which the members seem bored or irritable
- groups whose members seem to be going off in different directions
- groups with conflicts or infighting
- groups whose members have been apart for a while
- groups that want a break from the normal routine
- groups that want to boost their “team spirit”

**Team building can be scheduled as part of:**
- new officer training
- new member orientation
- group retreats
- goal-setting sessions

For more information read the Leader Hints on Icebreakers and Officer Transition

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**TEAM BUILDING ACTIVITIES**

**Step 1: Getting Acquainted**

**Interviews:** group members pair up and interview each other for five minutes each. Partners then introduce each other to the group, including everything they can remember about each other.

**Step 2: Sharing Expectations**

“I Expect” Exercise: the leader passes out 3x5 cards on which members list their expectations of the leader, officers, members, advisors, and themselves. Cards are collected and responses listed on a chalkboard, discussed, and adopted or rejected by the group.

**Step 3: Clarifying Goals**

Group Goal Setting: members participate in reviewing previous goals and setting the group’s goals for the coming year.

**Step 4: Developing Working Relationships**

- **Rap Session:** discuss questions such as: How will decisions be made? What will our working styles be? How will we assure that everyone has a chance to contribute? How will we resolve differences? How will we ensure the completion of our work?