

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)

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

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.

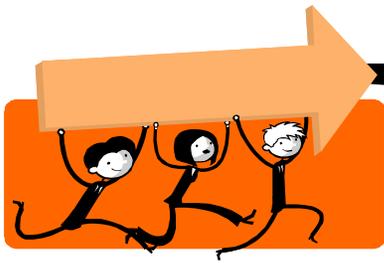
Some of the information in this brochure was compiled from leadership materials from the University of Texas at San Antonio and the University of Kansas.

Leader Hints

Leadership Development Tips
for Student Organizations

Team Building





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

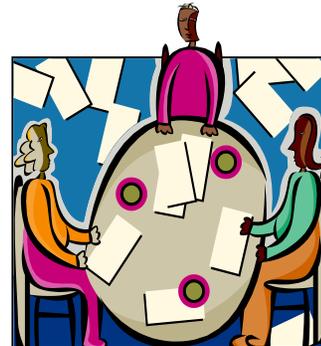
When and Why Should Leaders Plan Team Building Activities?

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***

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?