

24 Critical Elements of Team Working & 6 Critical Elements of Collaboration

No book, just a simple set of practices and beliefs that work

Copyright © Innov8or Solutions Ltd. All Rights Reserved

1 Commitment and Trust All must be fully committed to achieving the team's mission and goals, devote time and energy to the team's mission	7 Unified Goal Commitment The team come together and work as a single unit to complete the task, even when they have different points of view	13 Sense of Purpose A sense of purpose exists to achieve a clear, specific goal that all members believe is important to attain	19 Playing by the Rules A set of rules that determines its operating procedures. They keep the team on track/eliminate ambiguities	25 Open Mind People share their individual ideas even if not perfect to help get to the discovery of new perspectives
2 Open Communication Open lines of communication, honest and flow between all team members equally	8 Common Approach Each person brings his or her own unique style to the team; core principles the same	14 Keep Numbers Small You can get more done with fewer team members (2 to 7 ideally)	20 Leadership at all Levels Informal leadership means taking the lead when the leader is not	26 Wholeness "Wholeness" refers to a dedicated group effort solved as a team
3 Clear Roles/Responsibilities Clear boundaries/interactions between what each member does in the team	9 Efficient Use of Ideas Able to gather team information and formulate that information into a response	15 Complementary Skills Individuals pool their skills as nobody has the skills to do everything	21 Suppress the Ego Ability to suppress the ego for team outcomes, unleash when needed	27 Governance Structures Minimal structure whilst allowing space for interaction and dynamics
4 Adaptability High-powered teams must be flexible and adaptable to changing conditions	10 Interpersonal Relationships The glue that create trust, collaboration, engagement and network connections	16 Active Participation Everyone knows what their job is and sets out to put in their fair share of	22 Cooperative Spirit A successful team contains a spirit of cooperation reinforced by the leader	28 Face to Face Interaction Opportunities to meet, build relationships, bonds and trust
5 Creative Freedom The ability to try new things and fail without the fear of consequences	11 On the Same Page Leaders keep everybody aligned while keeping the petty bickering to a minimum	17 Enabling Structure Team know the structure, how work is to be accomplished and presented	23 Processes & Procedures The rules which govern behavior, expectations and set consequences	29 Be Always Ready You can't choose the time of events so be ready for opportunities
6 Diversity of Capabilities A wide range of professional competencies can be more fully equipped to meet a wide range of challenges	12 Decision Making A hierarchy and a built-in decision-making system exists that helps it to react quickly and effectively to all situations	18 Competency All are capable of contributing to the achievement of the goal based on their level of knowledge or expertise	24 Mutual Accountability Teams must ultimately be held accountable as a whole for their failures as well as their successes	30 The Interactive Process The quality of relationships is determined by 3 primary factors: trust, reciprocity and mutuality

References

- <http://smallbusiness.chron.com/elements-effective-teamwork-964.html>
- <http://smallbusiness.chron.com/describe-characteristics-effective-teamwork-1938.html>
- <http://blog.edgeworkconsulting.com/teamwork-training-six-elements-successful-team>
- <http://tybennett.com/the-four-elements-of-an-effective-team/>
- <https://blog.realllearning.com.au/teams-leaders-sales/effective-teamwork-fundamentals-infographic>
- <https://nulab-inc.com/blog/nulab/4-elements-of-a-good-team-collaboration/>
- https://www.aracy.org.au/publications-resources/command/download_file/id/234/filename/Advancing_Collaboration_Practice_-_Fact_Sheet_5_-_Key_elements_of_collaboration.pdf