

Team Building/Team Meeting Skills

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Description:

While evaluating meetings can be a useful task, having team members evaluate their meeting skills is an excellent alternative. The meeting skills checklist is an exercise that enables both teams, and individuals working in teams, to identify strengths in meeting skills and areas that may need attention.

Uses:

This tool can be used once a team has had three to five meetings and has begun to establish patterns of group behavior. It can also remind us of the unconscious manner in which certain behaviors can be expressed in meetings, and inform groups of ways to improve team cultures.

Materials:

- Copies of the Meeting Skills Checklist, enough for everyone
- A flip chart containing 21 rows and 4 columns, and pens

Instructions:

This process is ideal for groups of 8-12 but can work for slightly smaller or larger groups. Team members each receive a copy of the Meeting Skills Checklist (enclosed). The facilitator or team leader asks members of the team to complete their checklists.

Once all are finished, individual ratings are transferred to an identical checklist on the flipchart. Responses are entered in the appropriate column and results are tabulated.

The facilitator then leads the team in a discussion of the process, encouraging the group to reflect on their experiences. The following questions may be relevant to the discussion, or others may arise:

- Any surprises?
- Which areas seem to be the strongest? The weakest?
- Should the process be repeated in the future to see whether there is a shift? When?

Note: Team members can also use this checklist on their own so they can work to improve the skills each is weakest in.

Tips:

Safety and trust are important considerations in this and other team activities.

References:

Scholtes, Peter et al (1994). *The Team Handbook; how to use teams to improve quality*. Madison, WI: Joiner Associates