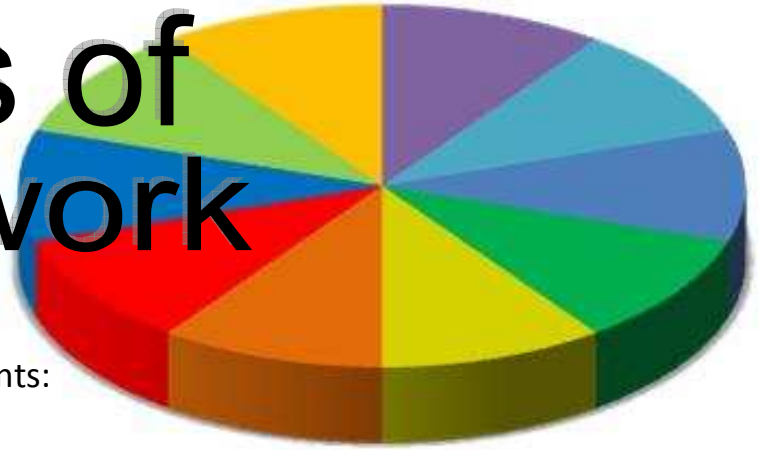


# Elements of Teamwork



Successful teams have 10 critical elements:

## ■ Top Level Commitment

Senior management actively supports the teamwork process.

## ■ Ongoing Training

All team members have frequent opportunities to build teamwork skills, including strategic planning, conflict resolution, and effective communication.

## ■ Coordination

Teams are represented on a committee that coordinates the teamwork process.

## ■ Team Flexibility

Team members have the opportunity to determine their most effective teamwork process.

## ■ Defined Roles of Management

The role of leaders in managing teams is clearly defined.

## ■ Defined Roles of Team Members

The roles and responsibilities of every team member are clear, including team leaders.

## ■ Benchmarks, Checkups, and Debriefings

Teams track accomplishments.

## ■ Incentives and Recognition

Teams set goals and receive recognition for achievements.

## ■ Inter-Team Communication

Formal organizational systems of communication are established and working.

## ■ Facilitator/Mediator

A qualified employee routinely facilitates team and inter-team meetings.