



# Sass SHEETS

## Building A Team

---

**WHAT IS A TEAM?** An energetic group of diverse individuals who are committed to achieving common objectives, enjoy working together and produce quality results.

The most important part of team building is to be sure the team has a clearly defined purpose. It's essential that a team understand its purpose and charge – for what is the team responsible and/or accountable? There are five basic functions of teams that have different purposes that bring them together.

### FUNCTIONS OF TEAMS

- Organizational policy-making
- Task force or cross-functional
- Departmental
- Self-directed
- Self-managed

### ESTABLISHING QUALITY RELATIONSHIPS

**T**eam building depends on the establishment of quality relationships among members. There are several key elements to relationship building and methods for establishing relationships.

#### **ELEMENTS OF ESTABLISHING QUALITY RELATIONSHIPS**

- Trust
- Individual self-awareness
- Establishing norms
- Accepting differing opinions
- Clarity in task and how decisions are made
- Celebration of individual differences
- Recognition of member contributions

#### **METHODS FOR ESTABLISHING QUALITY RELATIONSHIPS**

- Ice breakers
- Boundary breakers
- Personality, leadership, or working relationship inventories
- Discussion of strengths, challenges, pet peeves, and what is important to members
- Self assessments of members to better facilitate relationships with others

### GETTING STARTED

- When did you become interested in this organization and why did you join?
- What do you want to gain from this experience?
- What do you want to see this organization do this year?
- What expectations do you have of this organization and its officers this year?
- What do you want this organization to be remembered for?
- What special characteristic, skill or ability do you bring to this organization?
- What do you need from each other?
- What do you expect of yourself?
- What is your greatest apprehension?

## **HELPFUL GUIDELINES FOR ESTABLISHING RELATIONSHIPS**

**O**ne of the characteristics that makes student organizations such a vital part of the collegiate experience is the opportunity to establish relationships that will last beyond graduation. With this in mind, each student organization should create an environment conducive to the creation of those relationships. Here are some tips on how to help your members establish those lasting relationships:

- Create recreational events for your members outside of your regular meeting times. This will allow your members to get to know each other in a more casual setting.
- Encourage your members to reward one another for either taking an active role in the club or for helping to organize an event. This reward system will not only help to encourage more participation in your organization's events, but also provides an outlet for appreciation of members' efforts.
- Encourage the sharing of personal stories and feelings among your members. This sharing of experiences will bring your organization together and helps to solidify budding friendships and relationships.
- If your group is traveling together to an off-campus event, encourage the members of your group to carpool. Not only is it more economical and better for the environment, but it also gives your members ample opportunity to get to know each other.

For more information on organization and personal development skills in the SOAR series, stop by or call UNL Student Involvement, 200 Nebraska Union, 472-2454; or 300 Nebraska East Union, 472-1780. Staff members will be happy to assist you and answer your questions.

**student involvement**  
<http://involved.unl.edu>

Revised 6/2008