

2011

STRATEGIES FOR CREATING TEAM
MEMBER INCLUSION AND COHESION



Being part of a team can be challenging at times and takes effort not only from others but from oneself. Having a team composed of individuals from diverse backgrounds, experiences, ages and expertise can

offer both strength and challenges to a group. Take the time needed to build awareness of these differences that focus on the strengths that each person brings, capitalizing on your group's

unifying passion for creating a better system that supports a healthy transition of young people into adulthood.

Strategy:

Work to establish trust within the team by setting teamwork guidelines, boundaries, and processes to deal with disagreements or conflict.

Please Consider the Following:

- Use language that all team members understand
- If acronyms or technical language are used, provide a sheet of terms and definitions
- Provide handouts describing background of initiative and key partnerships
- Have a clearly defined process for working as a group, including protocols and defined roles of group members
- Acknowledge and find solutions for potential issues related to traveling to, and working at, conferences and meetings inclusive of all group members
- Identify an effective facilitator during group meetings who can best assure all voices at the table are being heard

Strategy:

Be aware of your own assumptions about how working with other people should occur, such as verbal communication, written communication and dealing with conflict.

Please Consider the Following:

- Become aware of oneself; identify how your personality, job/community/socio-economic position may affect others in your group
- Notice your verbal and non-verbal language during discussions, being cognizant of how this may impact others in the group
- Allow others the opportunity to share their insight and expertise
- Allow others to finish their statements prior to formulating an opinion and/or stating a response
- Maintain an open mind for creative solutions and respect others opinions
- Communication outside of face-to-face meetings should be inclusive of all members
- Be respectful of, and make accommodations for, individuals that may be limited by communication technologies

Strategy:

Make sure that each team member is given ample time to be supported and prepared before an event or activity.

Please Consider the Following:

- Give ample notice to all suggested and required attendees for upcoming meetings and events
- Provide written information noting; dates, times, purpose and responsibilities to all team members
- Plan events in consideration of those team members that have the least flexible work/school/home schedules
- In preparation for travel, support team members in developing a plan for unforeseen emergencies while away from home
- Partner with all team members on all logistical and technical information needed to complete the travel and pre-travel requirements such as: booking travel arrangements, transportation assistance, communication assistance (cell phone or other), per diem & incidental assistance, and health condition assistance.
- In preparation for an event, share the program details and background information with all members of the participating team regarding appropriate event attire. Ensure that each member has the proper attire and, if not, support each team member in acquiring the appropriate attire in order to feel comfortable at the event

Strategy:

Every team member should be held to the same standard of professional work, communication and engagement. Supports should also be available in a consistent way to ensure each team member is able to meet the standards established.

Please Consider the Following:

- All team members should be considered and treated equally on all levels including expectations of professional conduct, communication, and engagement between each other
- Teams should define their standards prior to travel, and identify special supports needed for all to adhere to the same set of standards
- Help other team members when you see them struggling
- Be aware of your own behaviors that may impact the recovery and wellness challenges other team members may have (i.e. substances, addictions, mental