

Checklist for Improving Workplace Teamwork

Clearly Define Objectives

- Set SMART goals.
- Make sure goals match organizational goals.
- Communicate team goals well.

Create Diverse and Complementary Teams

- Form teams with diverse skills, backgrounds, and opinions.
- Promote teamwork and respect.
- Accept and celebrate team diversity.

Define Individual Duties

- Set clear team member roles, duties, and expectations.
- Clear responsibilities promote responsibility and reduce misunderstandings.
- Show how individual contributions are interdependent to encourage teamwork.

Make Communication Open

- Make team communication open and transparent.
- Encourage team members to listen and give feedback.
- Actively address communication impediments and foster respect and understanding.

Rules and Expectations

- Establish defined team workflows and engagement protocols.
- Establish communication, meeting, and task deadline expectations.
- Review and update rules to reflect team dynamics and needs.

Utilize Technology

- Invest in collaboration and communication technology.
- Ensure technology proficiency through training and support.

- Customize technological solutions for team needs.

Build Support and Training

- Teamwork training and development are available.
- Help teammates succeed with continual assistance and resources.
- Promote ongoing learning and skill growth within the team.

Diversity and Inclusion

- Encourage a welcoming, respectful team environment.
- Celebrate variety and welcome diverse contributions.
- Recognize each team member's abilities and perspectives to build togetherness.

Promote Teambuilding

- Team-building activities promote friendships and togetherness.
- Allow socializing and teamwork outside of work.
- Customize activities to team members' tastes.

Praise Teamwork:

- Value individual and team contributions to team success.
- Celebrate milestones to promote teamwork and collaboration.
- Incentives and recognition programs motivate and engage employees.