

Relevance

Teamwork leads to better results because members combine their skills and ideas to reach a goal.

Learning objectives

By the end of the session, participants should be able to:

- Understand how to build teams
- Apply strategies to foster team building

Before the session

- Ask participants what they would like to gain from the session and use their comments to customize its content.
- Consider how you will facilitate the session and adjust it for your audience.
- Think of an opening activity that will grab participants' attention and other ways to keep the session interactive.
- Prepare any materials you will need for the session.

During the session

- Welcome participants and introduce yourself.
- Review learning objectives.
- Highlight these key messages:
 - Good teams take time to develop. Team building stages include:
 - Forming: Group members learn one another's behaviors and begin to set rules and guidelines.
 - Storming: The group is actively deciding how to reach goals.
 - Norming: Group members gain confidence, begin to make other decisions, and take responsibility for their actions.
 - Performing: The group transforms from a collection of participants into a true team.
 - Team building strategies can help groups improve more quickly. Strategies for teams include:
 - Interaction: Provide activities to help group members develop familiarity and positive communication.
 - Effective meetings: Actively involve all team members in

- planning and making decisions.
 - Conflict intervention: Choose constructive communication rather than destructive criticism.
- Use discussion questions to boost conversation:
 - What does teamwork mean to you?
 - What are the traits of a successful team?
 - What are the benefits of working as a team?
 - What are some effective teams that you have been part of at work or in Rotary?
 - What made those teams so successful?
 - What team building strategies have worked for you?
- Lead one of the activities below.
- At the end of the session:
 - Take questions from participants.
 - Review the learning objectives to make sure they've been achieved.
 - Ask participants to write down one idea they'll use from the session.

Activities

1. Purpose: Teamwork in action
 - Allow 20 minutes for this activity.
 - Explain that each group of participants will put a puzzle together as a team. Adjust the difficulty, either by asking participants to remain silent or by hiding the image of the puzzle.
 - Divide participants into groups of three or four.
 - Give a puzzle to each group. The image can vary, but the number of pieces should be the same.
 - After a set time, gather the groups together and ask them:
 - What steps did you take before starting?
 - What challenges did you encounter?
 - Did your group go through any of the team building stages?
2. Purpose: Planning in a team
 - Allow 20 minutes for this activity.
 - Use this sample scenario or consider your own: Groups of participants will each plan the club's annual fundraiser, happening in three months.
 - Explain that a member of each group will be the chair, and the rest will be committee members. Members of each group will freely exchange as many ideas as possible over the event's theme, what the event requires, who will plan it, what they will do, and anything else the team suggests.

- Divide participants into groups of three or four to begin the planning.
- Each group should have a member who writes down all the ideas.
- After a set time, ask each group to report on how it made decisions and whether it entered any of the team building stages.