



## Top Ten Tips for Building a High Performance Team

Teams don't just happen. They're built. Use these tips to boost team performance.

### 1. Develop a vision

Define how your team wants to improve something about the world. Involve members in writing a team vision. Post professionally printed copies of the vision in your work place.

### 2. Over communicate

Be sure that people know what's going on organization-wide, as well as all members know about team successes and failures. Tell them too much, rather than too little.

### 3. Be approachable

Be sure that people feel comfortable coming to you with problems. Even the best leader can't correct a problem he/she doesn't know exists. Walk around, ask questions, and show interest.

### 4. Build rapport

Hold a short stand-up meeting every morning, and ask each person to contribute for one minute. Have occasional informal off-site meetings so that people can get to know each other.

### 5. Delegate fully

Use team members' expertise. Encourage people to learn by doing. Ask employees how to improve the workflow. People respond positively when given control over their work.

### 6. Model excellence

Go the extra mile, and team members will, too. Set an example by showing passion for your work and displaying confidence in the team.

### 7. Give feedback

Tell people how they're doing in a timely manner. Describe specific behaviors when you provide positive reinforcement or constructive requests.

### 8. Recognize performance

Give non-monetary rewards such as a thank you note, public praise, increased responsibility, plum assignments, more autonomy, coveted work space, or an afternoon off with pay.

### 9. Encourage growth

Encourage people to develop personally and professionally. Suggest training programs, books, seminars, and coaching to fine-tune strengths and reduce gaps.

### 10. Celebrate Accomplishments

Share good news. Make noise about wins. Throw a party. Let everyone know when the team or a team member does something exceptional.