



## Top Tips for Team Building

Teamwork is key to delivering a quality programme however, not all teams are effective all the time and sometimes it is worth considering what could be improved. For this to happen there has to be a great deal of trust in the team. Each of us play an important role within the team and we each have a responsibility for how we feel and how our behaviour impacts on others. Teamwork really does start with individuals.

There are many tasks at work that you can do on your own however, running a OOSH centre is not one of them. It requires all members of the team to be actively involved. If the team is working well there are many satisfying experiences, however, when it is not it can be extremely frustrating for individual members and have a flow on impact to children in your care.

### LEADERSHIP

Every team needs a leader who can motivate and inspire team members, making sure that everyone is working in the same direction. A good leader will allocate tasks according to the strengths of individual members of the team.

### COMMUNICATION

There should be a clear understanding of what we are all working to achieve. Be aware of your personality needs and communication style and the impacts these have on others. The clearer this is, the easier it is for people to stay on track.

### RESPONSIBILITY

Teamwork starts with you. Each member needs to have a clear understanding of what they are responsible for doing. Everyone should know what their job is, level of responsibility and expectations.

### DECISION-MAKING

This is vital, as each individual can bring a different perspective which is valuable within the group. The environment should be supportive and whenever possible, positive. It will also allow for the team members to be creative, take chances and feel more fulfilled within their role. Learn how to give and receive negative feedback and criticism in a professional and respectful way. It is amazing what people can accomplish when they believe in themselves and are confident in the group.

### RECOGNISING DIFFERENCE

This is the most important one; it's what makes a team great. Support the differing strengths of your teammates and allow each person to bring their unique qualities to the centre. There can be some incredible surprises when we are open to doing things in new and different ways. Don't let your way be the only way – allow people the opportunity to take on new challenges and approach them in their own unique way.

### EFFECTIVE TEAMWORK INVOLVES

1. Communicating with each other
2. Deciding on and sharing goals
3. A willingness to share your ideas
4. Working and playing together
5. Supporting and respecting each other
6. Providing feedback
7. Being realistic in your expectations
8. Deciding on what needs to be improved
9. Sharing responsibilities
10. Following through on what you said you would do

OTHER RELEVANT OOSH DEVELOPMENT FAC SHEETS - STAFF HANDBOOKS



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