

Team Building Tips

1. **Keep the commitment and activities simple at first.** Move through each stage of developing the collaboration only when members are ready.
2. **Make clear communication a priority.** Communicate with all members regularly and avoid assuming that the members are informed on collaboration business.
3. **Spend time getting to know the other members.** If most members do not know each other, schedule time for information sharing and team-building at early meetings.
4. **When new members join the collaboration make an extra effort to include them in the social and business activities of the group.** People who are new often remember the little acts of courtesy and hospitality that helped them feel welcomed.
5. **Encourage members to be ‘up front’ about their needs.** Set up win/win situations so that members’ needs can be met whenever possible.
6. **Don’t avoid turf issues and hidden agendas.** Encourage negotiation and communication among member organizations that are in conflict. Bring in outside facilitators if necessary.
7. **Develop clear roles for members and leaders.** Develop written statements that document commitments expected of participants.
8. **Plan activities that are fun.** Celebrate the accomplishments of the collaboration. Recognize the contributions of the members and reward their accomplishments.