

Co-operantics

Co-operative skills for everyone

“A team is a small number of people with complementary skills who are committed to a common purpose, performance goals and approach for which they are mutually accountable.” (Katzenbach and Smith, 1993)

An effective team:

- sets clear goals and objectives
- prepares and implements a plan of action including allocation of resources
- manages its time well
- has agreed procedures for decision making
- ensures participation by all members
- listens and builds on each other's contributions
- recognises and deals effectively and constructively with conflict
- deals with issues in an open way
- considers feelings to be as important as other issues and deals with them openly and sensitively
- regularly reviews individual and group development needs
- regularly reviews its progress and learns from the experience