

Open up decision-making and information in the team	Create opportunities for team members to work together	Work <u>on</u> the team – build a sense of 'we'	Proactively manage conflict within the team	Cultivate personal connectedness in the team
<ol style="list-style-type: none"> 1. Create opportunities for team members to be involved in discussions and decisions about matters that are important to the team and the work the team is doing. 2. Be the second person to speak when in the room - create the space for others to contribute their thoughts and ideas. 3. Actively seek input and suggestions on important matters in team meetings prior to making decisions. 4. Work with the team to develop decision making criteria before discussing and making decisions. 5. Encourage people to ask questions of each other – not assume what others are thinking or that it is the same as their own thinking. 6. Request feedback from team members about major changes before they occur. 7. Run regular team meetings and share available information. 	<ol style="list-style-type: none"> 1. Engineer collaborations by asking certain people to work together on projects or issues 2. Organise 'brainstorming' sessions with the team at early stages of projects / work-related issues. 3. Encourage team members to help each other, accept and appreciate differences and utilise each other's strengths. 4. Encourage team participation by recognising and rewarding projects or activities that rely on team work. 5. Provide opportunities for staff to discuss ideas and innovations and provide support and resource to them when appropriate. 6. Invite team members with different strengths, experiences and perspectives into conversations. 	<ol style="list-style-type: none"> 1. Engage the team to develop shared purpose and objectives for the team. 2. Develop a shared set of team behaviours aligned to the organisational values. 3. Undertake regular team building activities as part of regular planning workshops. 4. Develop a high-level map of roles across the team that ensures understanding of the respective roles of team members. 5. Regularly reflect as a team on performance, behaviours and mood. 6. Create opportunities for team members to share and value different work styles. 	<ol style="list-style-type: none"> 1. Actively take into account 'fairness' when making decisions that affect team members. 2. Encourage and support team members to raise and resolve issues with each other. 3. 'Call it out' when you see poor behaviours or attitudes – some people may not realise they are being negative until 'they look in the mirror'. 4. Carefully consider issues of poor performance and address poor performance or behaviour issues quickly and respectfully. 5. Open up the lines of communication – make sure you give people to chance to ask questions; talk about what they see to be going on; express their feelings. 6. Deal with issues promptly and respectfully and not let things fester. 	<ol style="list-style-type: none"> 1. Celebrate achievements, progress or experiments as a team. 2. Create opportunities for team members to get to know each other. 3. Look for opportunities to socialize - provide opportunities for the team to build camaraderie. 4. Reward and celebrate examples of effective teamwork - profile great stories and examples of effective teamwork. 5. Organise team celebrations around non-work events – birthdays, public events etc. 6. Convey appreciation of contributions of all team members.