

HAND BOOK TO CREATING

A conceptual image of a business team in professional attire interacting with large, dark gears. One man in a suit is running across the top gear, while others are positioned around the gears, some touching them. The background is a dark, gradient sky over a flat, light-colored ground.

**HIGH
PERFORMANCE
TEAMS**

**HIGH
PERFORMANCE
TEAMS ARE **NOT**
A RESULT OF
LUCK!**

**HIGH
PERFORMANCE
TEAMS CAN VERY
MUCH BE
CREATED**

They are a result of carefully putting together motivated individuals with complementing skills and setting up of intelligent team structures with a conducive environment.

WHAT MAKES A HIGH PERFORMANCE TEAM STAND OUT?



COMMITMENT TO A COMMON GOAL

This team has no concept individual goals or targets. They all share a common vision & goal and work tirelessly towards that.



URGE TO COLLABORATE

With such a team, it is never about who puts forward the best idea. It is always about getting together to find an idea that works the best towards achieving the objective.



TRUST

In this team, you will never find any individual second guessing the motivations of another team member.



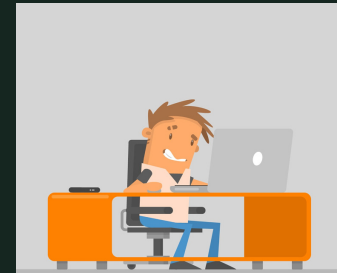
NO BLAME CONCEPT

In this team, there is no concept of who made the mistake. It is about how do we fix what has gone wrong.



CLEAR STRUCTURE

In such a team, there is usually a clear structure of reporting. At the same time, there is a freedom to express and sense of equality when it comes to handling responsibilities.



FLEXIBILITY

Flexibility is one of the key factors that drives results in a team. Every team member is ready to put in a few extra hours when a challenge arises or a change in direction is demanded by the market.



**HOW DO YOU
CREATE HIGH
PERFORMANCE
TEAMS?**

MAKE COLLABOR- ATION A NORM

Teams need to collaborate to deliver

How can make this happen?

1. Always deliver the brief in a team meeting
2. In the meeting, set the group objective clearly
3. Make every member's contribution to the objective clear, stressing upon the areas of overlap of each role
4. Create a combined result reporting format along with the individual reports that needs to be generated by the whole team together

It all begins with the tone set at the very beginning.

Teams with higher structure deliver higher results

Defined structure enables you to track the progress of a task at different levels and it also gives every team member a clear picture of what is expected from them. The four critical aspects to address here are as follows,

- 1) Clear roles and responsibilities
- 2) Effective communication system
- 3) Monitoring individual performance and providing relevant feedback
- 4) Fact based judgement

**SET CLEAR
STRUCTURES
FOR YOUR
TEAMS**

ADDRESS DIVERSITY AND CONFLICT MANAGEMENT

In today's work force, diversity is a given and conflict can be the result

It is an individual's experiences in life that sets his definition of right and wrong. When individuals from different environments meet their experiences lead them to have a different definitions of right and wrong. This is where conflicts arise from. How can you avoid this?

1. Make it a part of the process to formally raise concerns during the collaboration meetings
2. Set an environment where group objective takes precedence to personal choices
3. Set an environment where the team constantly works on building trust in each other and respect for one another

The approach rules the results

How can you make this happen?

1. The manager's attitude is key. Ensure the lead is set to work towards the objective with no bias to any individual or any particular style
2. Set a reward system that promotes the right attitude to deliver the results needed
3. Make it habit for the every member in the team to appreciate the good work done by another team member on a regular basis

BUILD THE RIGHT ATTITUDE

GET THEM TO MAKE A COMMITMENT

Show them the big picture and get their buy in

Making a commitment is an emotional process. How do you engage your team members individually towards the combined goal?

1. Make the value of each individual's contribution to the project clear
2. Chart a clear path for how their success in achieving the team objectives will result in their personal growth
3. Make a clear chart for quantify the contribution
4. Put a reward system in place

Set the tone for an environment that is needed to deliver results

Every individual's contribution sets the tone of the working environment.

1. Establish a strong no blame system. Do not encourage any statements that points fingers
2. Encourage a management process that focuses on the results more and less on the process of achieving the results
3. Make available to every team member the resources required to achieve results without delays

**CREATE THE
RIGHT
ENVIRONME-
NT AND
SUPPORT
SYSTEM**

NOTICE SOMETHING?

**THE KEY TO MAKE ALL
THIS HAPPEN IS.....**

Clear Communication!

Clear, honest and open communication lines between each team member and the management is the backbone to creating high performance teams. For this to happen, one must be aware of their own communication style. They must also understand and accept that other member will have different styles. They must also see that it is about the end result and not individual preferences. These are the steps to building better communication in teams!



Step 1: Self Awareness

The first step to achieving better communication in team members is to help them identify their own communication style. Science dictates that there are four ways that are preset by one's DNA in which one communicates. So what is your personal style?

GREEN BRAIN

People with green brains, focus on the big picture that has been built in their heads. The picture is fuzzy but they keep acting, analyzing results and adjusting their actions, till the picture gets clear in their minds.

RED BRAIN

People with red brains, focus on clarity. First, they collect information, process it and then reference it. Then they act on it. They are extremely logical and only focus on practical matters at hand.

BLUE BRAIN

People with blue brains, are intuitive. They process and communicate based on associations. On one side, they analyse their surroundings and in another collect information. They are capable of working on different tasks simultaneously.

PURPLE BRAIN

People with purple brains, treat information as king. They require all the information along with clarity beforehand to be able to complete a task. They are slow to generate results but their results are usually as perfect as can be.

STEP 2:

ACCEPTING THAT OTHERS WILL BE DIFFERENT

This awareness builds trust, respect and removes conflicts

The instant one becomes aware of his or her own style, they also open their minds to the possibility that other's could have a different style. Each member becomes open to understanding the other and communicating in a manner that contributes to clarity. This removes the blame culture immediately and starts to build in a culture of performance orientation.

**GOOD LUCK WITH
SETTING UP YOUR
TEAM!**

NEED MORE INFORMATION ON WHAT TO DO?

**OR ARE YOU FACING A CHALLENGE IN THE
PROCESS?**

YOU CAN REACH US AT

WWW. CHALLENGINGHORIZON.COM

OR

You can mail us @ info@challenginghorizon.com

