



TEAM COLLABORATION: MAKING EVERYONE COUNT

A WEBINAR FOR SUPERVISORS FROM
YOUR EMPLOYEE ASSISTANCE PROGRAM

March 27, 2019



Federal
Occupational
Health

OBJECTIVES

- Understand the top contributors to employee job satisfaction
- Discuss team collaboration and its benefits
- Identify the barriers to making everyone count
- Learn tips for increasing communication, collaboration, and productivity

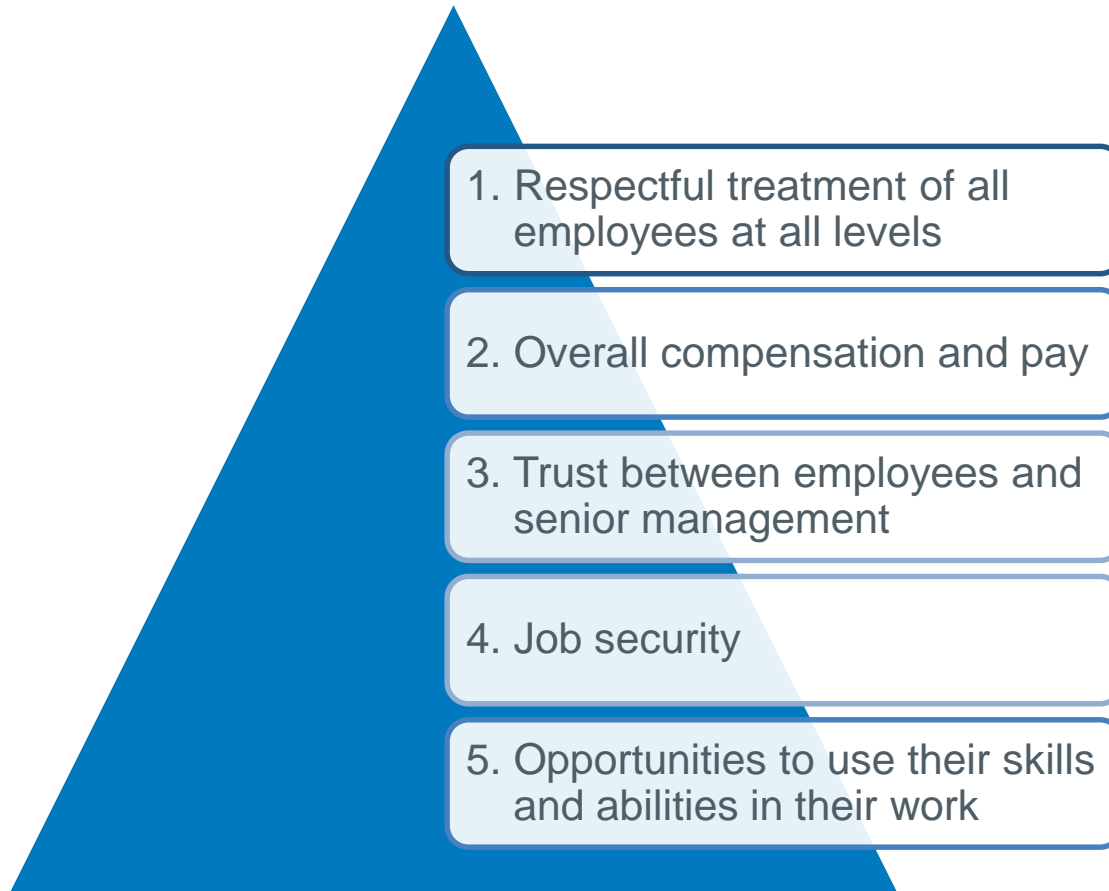
SECTION 1

EMPLOYEE JOB SATISFACTION

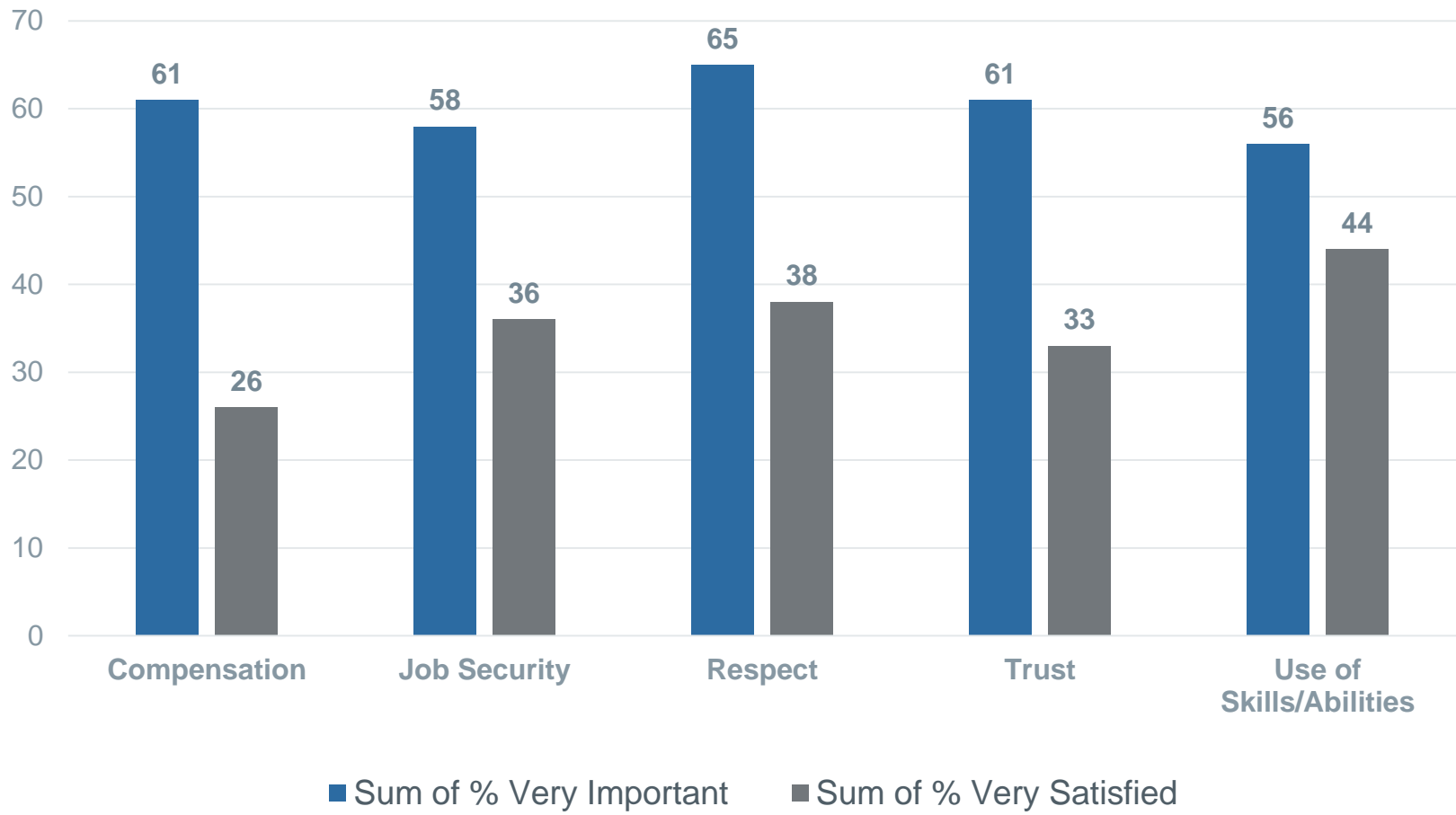
EMPLOYEE JOB SATISFACTION



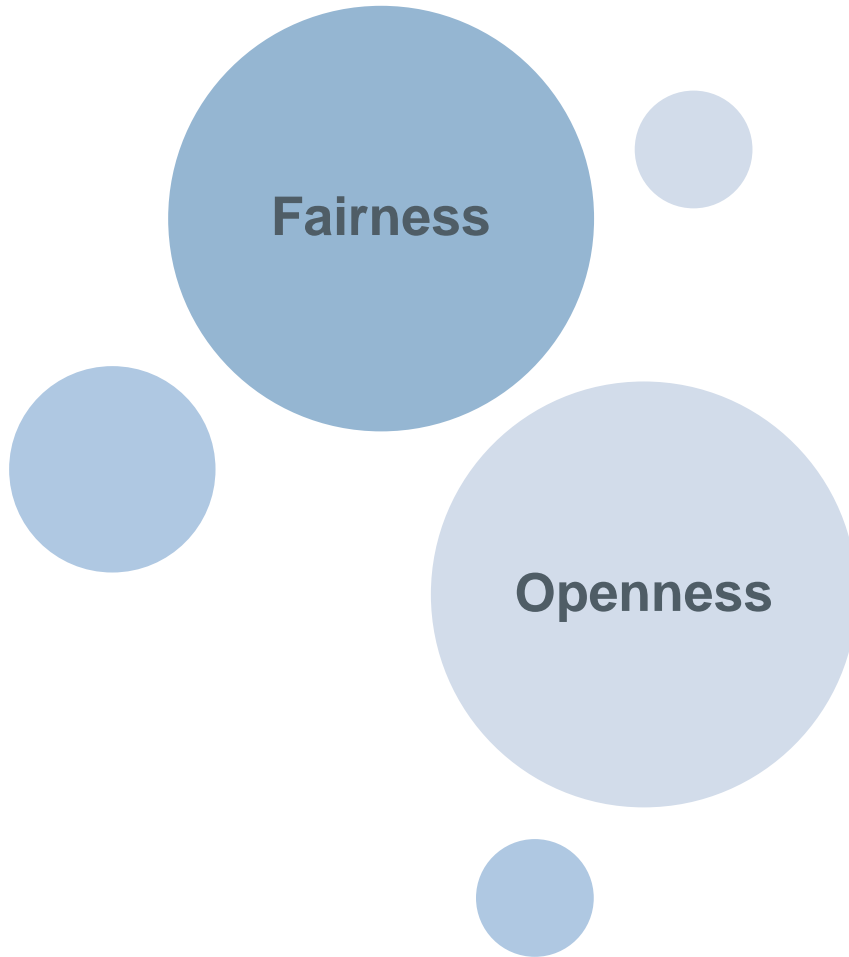
TOP CONTRIBUTORS TO EMPLOYEE JOB SATISFACTION



SATISFACTION LEVELS



TWO SIGNIFICANT THEMES

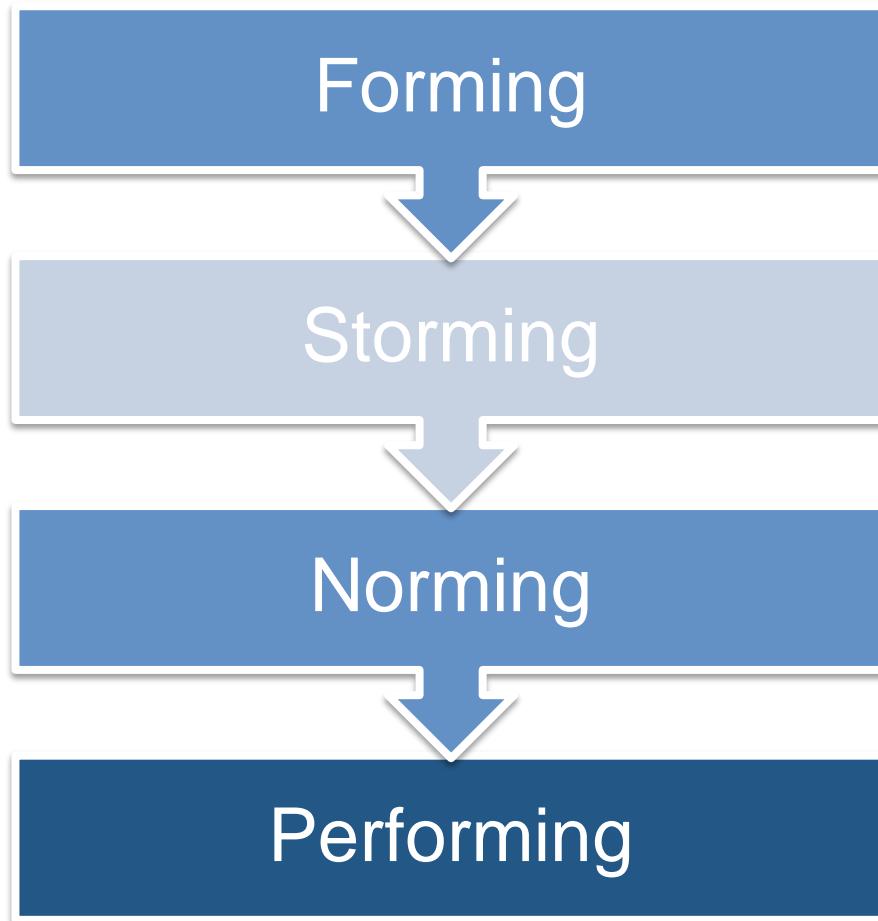


Recognize the importance of these concepts because a culture in which leaders highlight trust, open communication and fairness is identified as the top strategy to combat current human capital challenges.

SECTION 2

TEAM DEVELOPMENT

STAGES OF TEAM DEVELOPMENT



► NOTE:

Teams may cycle through these stages at different rates, or repeat some of them as time goes on, as new members join and others leave, or as roles change.

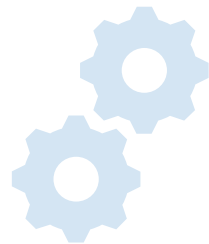
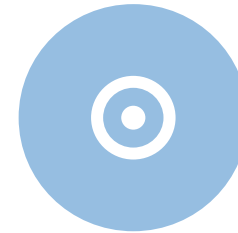
Keeping an awareness of the team's dynamic is an ongoing process.

TOOLS TO MAKE EVERYONE COUNT



Myers Briggs
Type Indicator

DiSC



The Big Five

SECTION 3

TEAM COLLABORATION

THE BENEFITS OF TEAM COLLABORATION



Saved time



Saved money



Use of technology



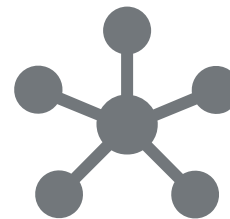
Clear assignments



Mutual responsibility



Use of team members' skills



Diversity and inclusion



Improved morale

BARRIERS TO TEAM COLLABORATION

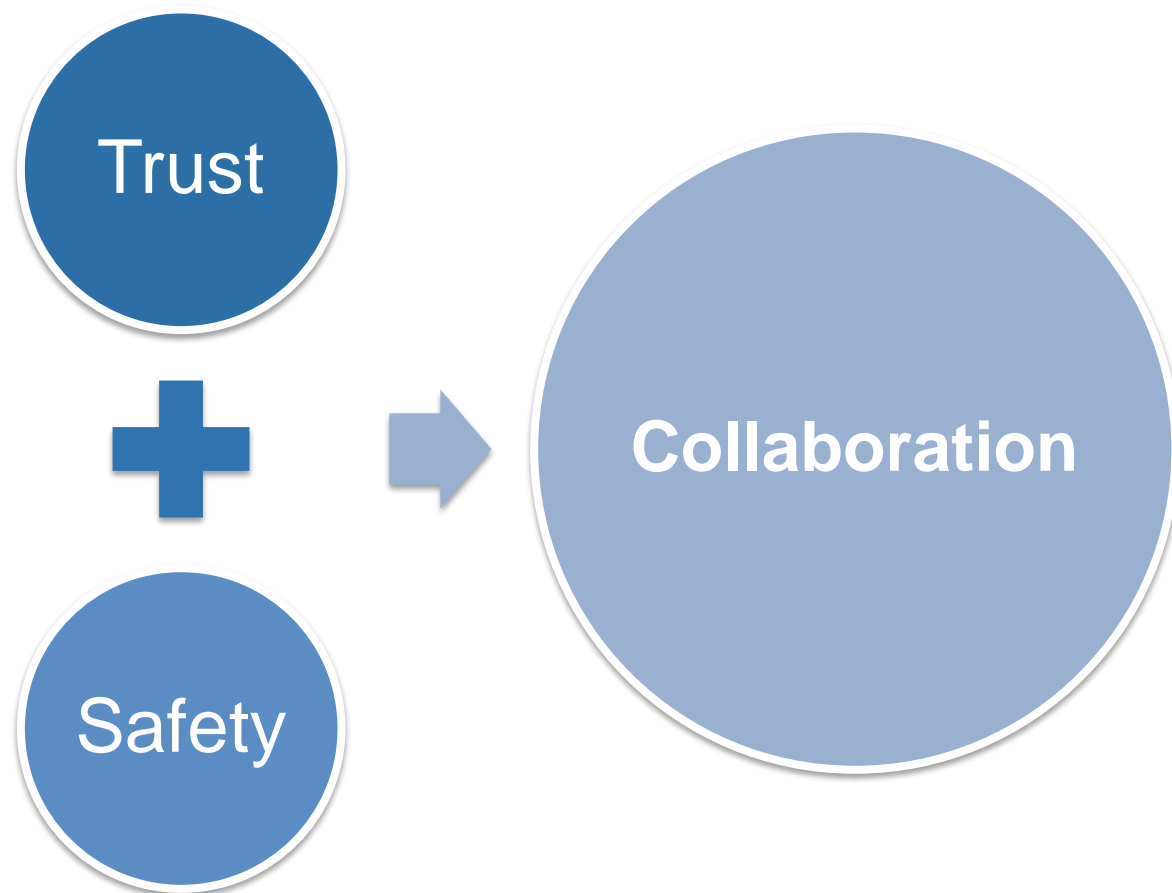


- Weak communication
- Diversity isn't valued
- Lack of mutual trust
- Lack of goal clarity
- Relationship issues
- Negative atmosphere

OVERCOMING BARRIERS OF TEAM COLLABORATION



OVERCOMING BARRIERS OF TEAM COLLABORATION



OVERCOMING BARRIERS OF TEAM COLLABORATION



Inspiration

- Communicate vision, direction
- Demonstrate knowledge
- Model positivity
- Empower with autonomy, delegation
- Foster positive relationships
- Resolve conflicts quickly, create collaboration
- Manage consistent

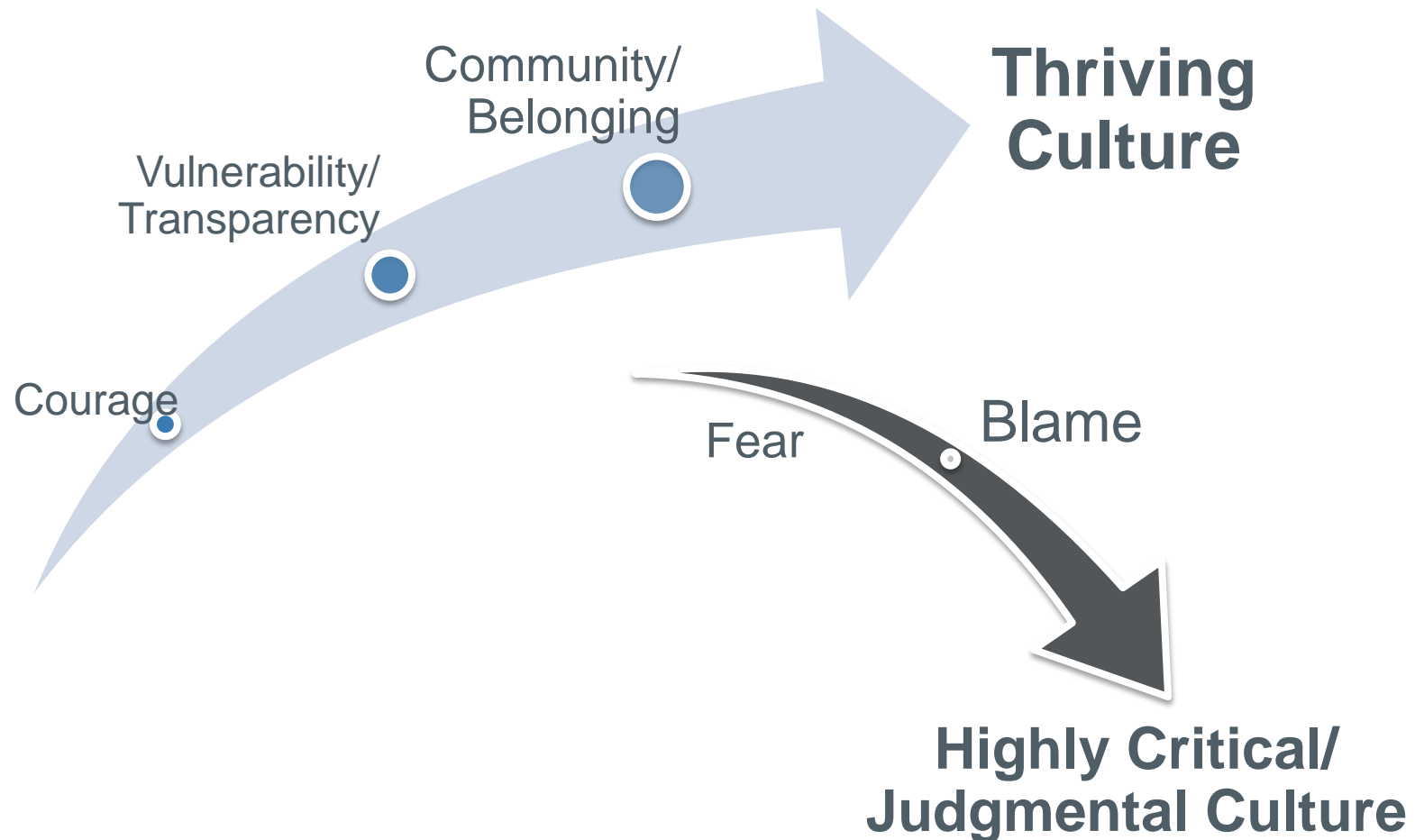
OVERCOMING BARRIERS OF TEAM COLLABORATION



Culture

- . Trust
- . Safety
- . Creativity
- . Connection

OVERCOMING BARRIERS OF TEAM COLLABORATION



OVERCOMING BARRIERS OF TEAM COLLABORATION

What have you done or seen that was effective in building team collaboration?



EXAMPLES OF EXCELLENCE

Psychological
Safety

Dependability

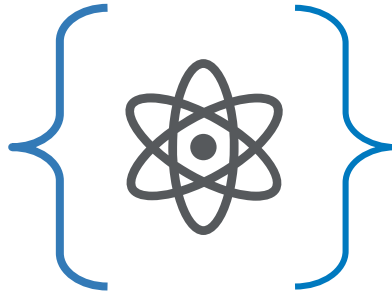
Equal
speaking time

Curiosity vs
blame

Feedback

TEAMING WITH TELEWORKERS

Some assume that teleworking is detrimental to teamwork and collaboration



Science and research say otherwise

– **Physical togetherness is not vital to teamwork**

The essential aspects of successful collaboration and high-performing teams include:

- Cooperation
- Coordination
- Non-work communication
- Diversity
- Social sensitivity
- Equal contribution
- High emotional intelligence

– **Flexible workplace options can actually keep your team together**

FOSTERING INCLUSION FOR REMOTE WORKERS

- Leverage technology
 - Document/cloud sharing
 - Company-based social media
 - Virtual celebrations
- Check in regularly
 - As a group
 - One-on-one
- Get everyone together when you can
 - Conduct monthly staff meetings via video conference
 - Hold quarterly in-person staff meetings (as feasible)
- Create task forces, working groups, or small sub-groups for those working remotely



SUMMARY

Break through collaboration barriers

– Trust and be trustworthy

- Create a safe, collaborative environment
- Show employees that they are respected, heard, and that their needs are your priority
- Keep an open dialogue

– Empower and encourage

- Delegate special projects and assignments
- Grant autonomy
- Show employees that their success matters to you

– Inspire with vision and behavior

- Provide purpose by upholding the mission
- Foster positive relationships among team members and resolve conflicts quickly
- Acknowledge contributions and value

– Foster a thriving culture

- Demonstrate courage and a willingness to risk failure
- Be vulnerable and transparent by acknowledging mistakes
- Promote a sense of belonging and community

SUMMARY

– Make everyone count

- Conduct regular one-on-one check-ins
- Get to know your employees as individuals
 - » Personality type, work style, communication preferences, etc.
- Discuss personal and professional goals/aspirations
- Provide opportunities for employees to showcase unique skills and abilities

– Bring everyone together

- Conduct regular check-ins with your entire team
- Reiterate goals and mission, and provide updates on important news
- Encourage employees to use group time to share challenges and problem-solve
- Publicly acknowledge and praise successes



Remember: Remote employees may be offsite, but they shouldn't be out of mind.

- Treat interactions and communication the same as you do for onsite staff
- Leverage technology
- Meet in person when possible

RESOURCES

Books

- *Drive: The Surprising Truth About What Motivates Us*
 - Daniel Pink, 2011
- *How to Have a Confidence and Power with People*
 - Leslie Giblin, 1985
- *Start with Why: How Great Leaders Inspire Everyone to Take Action*
 - Simon Sinek, 2011
- *Type Talk at Work (Revised): How the 16 Personality Types Determine Your Success on the Job*
 - Otto Kroeger, et al., 2002

Online Articles

- [The New Power of Collaboration](#)
 - Susan Ladika, 2014
- [Six Ways to Improve Team Collaboration and Enhance Productivity](#)
 - Forbes.com, 2018

Videos

- [3 Timeless TED Talks to Inspire Better Teamwork](#)
- [7 Ted Talks That Shed New Light on Successful Collaboration](#)
- [Why Good Leaders Make You Feel Safe](#)

THANK YOU



**Behavioral Health Services
Employee Assistance and WorkLife Programs**

THANK YOU FOR ATTENDING

**TEAM
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