

Teams

Making Them Work for You

A H A N D B O O K



Indian and Northern
Affairs Canada

Affaires indiennes
et du Nord Canada

Canada

Teams Are About “Synergy”

$$**3+3=7**$$

Synergy: *When two or more people produce together more than the sum of what they could have produced separately.*

YOU SHOULD READ THIS HANDBOOK IF:

- ✓ you are considering setting up a team;
- ✓ you are going to lead a team;
- ✓ you have been asked to join a team; or
- ✓ you just want to know a little more about teams.

THIS HANDBOOK:

- ✓ illustrates the value of teamwork (explaining just how 3+3=7 works);
- ✓ demystifies some of the basic concepts;
- ✓ provides tools and checklists; and
- ✓ offers a road map to building teams.

“ *Team work is the ability to work together toward a common vision.
The ability to direct individual accomplishment toward organizational objectives.
It is the fuel that allows common people to attain uncommon results.* **”**

Anonymous

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OUR DEPARTMENT'S PERSPECTIVE

DIAND has committed itself to fundamental initiatives such as Gathering Strength, Partnership and Leadership. They all inherently represent a philosophy of supporting effective working relationships.

DIAND strongly believes that teams and teamwork are one way to help employees to contribute and perform at their best. DIAND's managers and supervisors are expected to show leadership by developing and enhancing the skills necessary for building and maintaining successful teams as required. However, leadership being everybody's business, all employees at all levels can demonstrate leadership by encouraging effective teamwork.

Rooted in our department's philosophy that everyone can be a leader in the workplace, our definition of the team concept is:

“Creating an environment where people work together and are inspired to contribute their full potential in the establishment and accomplishment of mutual goals.”

We have many kinds of teams at work in DIAND. Some involve managers, some involve employees, and others bring different levels together. Many teams already work horizontally to gather a broader spectrum of knowledge and expertise. We also have teams with our First Nations partners, and the building of successful teams in this context is a valuable element of creating working partnerships. There is no single type or definition of a team, yet we all know when we have been part of a successful one.

C O R P O R A T E V A L U E S

The keystones to successful team building are the eight core values of our department:

- *Respect*
- *Balance*
- *Integrity*
- *Honesty*
- *Fairness*
- *Transparency*
- *Commitment to Learning*
- *Mutual Support*

Every employee has the responsibility for behaving consistently with these values. In relation to team building, employees are expected to:

- ✓ encourage teamwork to strengthen internal and external networks;
- ✓ put team goals first by understanding and articulating them clearly;
- ✓ recognize and manage difficult relationships;
- ✓ encourage others to respect different viewpoints and focus on the issues;
- ✓ seek out and welcome diverse ideas, skills and interests, and use them to achieve team goals;
- ✓ create a nurturing climate by valuing all team members, treating each fairly and supporting their development equitably;
- ✓ share leadership and help the team become interdependent by facilitating participation and group interaction;
- ✓ share accountability;
- ✓ act as a role model in building and sustaining a team culture; and
- ✓ empower the team by allowing time for consensus to develop.