

# TRAIN YOUR EMPLOYEES AS A TEAM

*LEADERSHIP BOOTCAMP Presented by Jaime White  
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U.S. District Court, Eastern District of Washington*

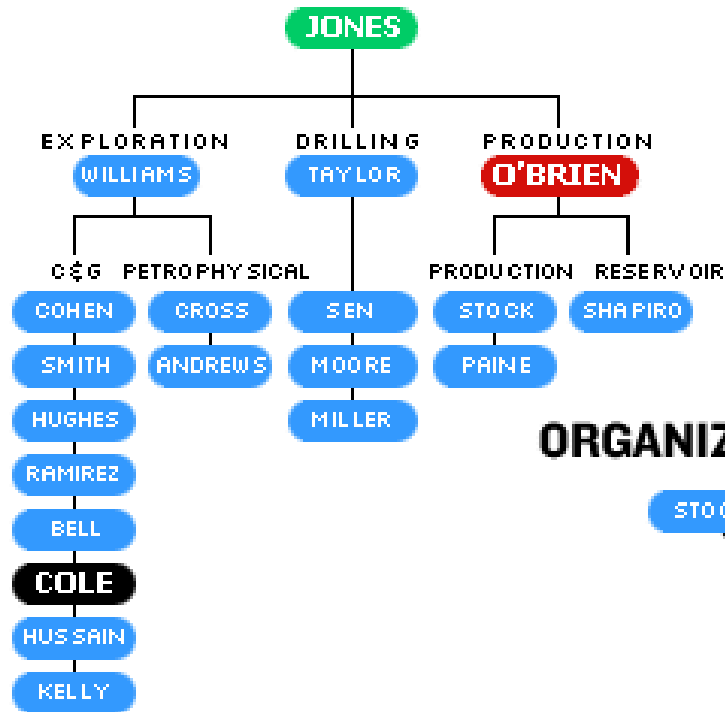
(1) training those assigned with a purpose and emphasis of the essential elements of teamwork

(2) individual strength contribution to overall success



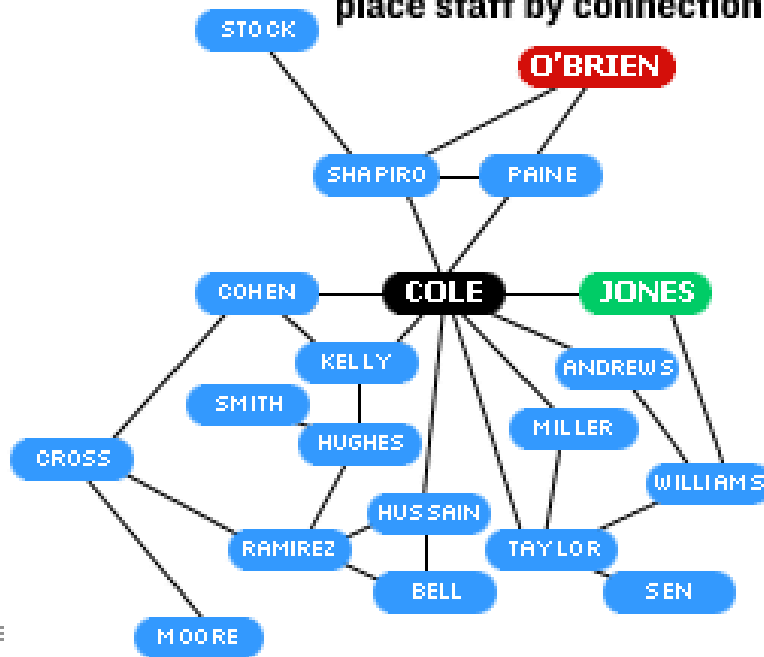
# TRADITIONAL HIERARCHIES

place staff by title



# ORGANIZATIONAL NETWORKS

place staff by connections



FORTUNE CHART/  
SOURCE: ROB CROSS,  
MCINTIRE SCHOOL OF COMMERCE

# Synergy





$$5 + 5 = > 10$$

1. a. Pittsburgh Pirates
2. c. Katharine Hepburn
3. d. James Madison
4. c. Antarctica
5. a. Arizona
6. d. Alan Shepard
7. a. "I Want to Hold Your Hand"
8. b. 8
9. b. 80-89 years old
10. b. 3

# Teamwork



What's in it for me?

What's in it for my organization?







# Characteristics of an Engaged Team Player

1. Openly shares feelings, opinions, thoughts, and perceptions about problems and issues relating to the team.
2. When listening, attempts to hear and interpret communication from sender's point of view.
3. Utilizes resources, ideas, and suggestions of other team members.

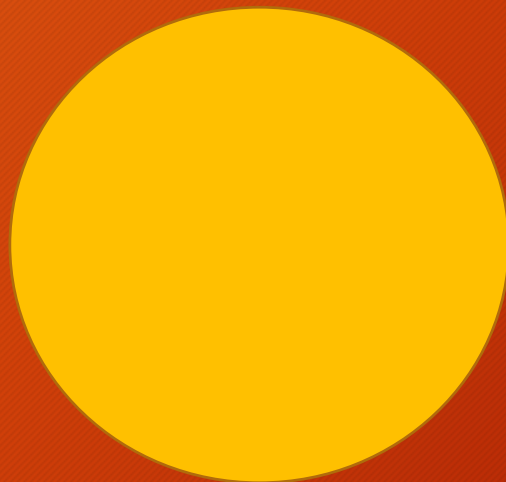
# Characteristics of an Engaged Team Player (Cont.)

4. Trusts and supports other team members, encouraging their growth and development.
5. Understands and is committed to team objectives.
6. Acknowledges and works through conflict openly, by respecting and being tolerant of individual differences.

## Characteristics of an Engaged Team Player (Cont.)

7. Makes decisions based on information only, rather than being influenced by peer pressure.
8. Provides ideas and suggestions to the team leader that are helpful to the team.
9. Always strives for a win/win solution.
10. Strives for consensus on team decisions.

# Teamwork -Shapes



# Teamwork -Shapes



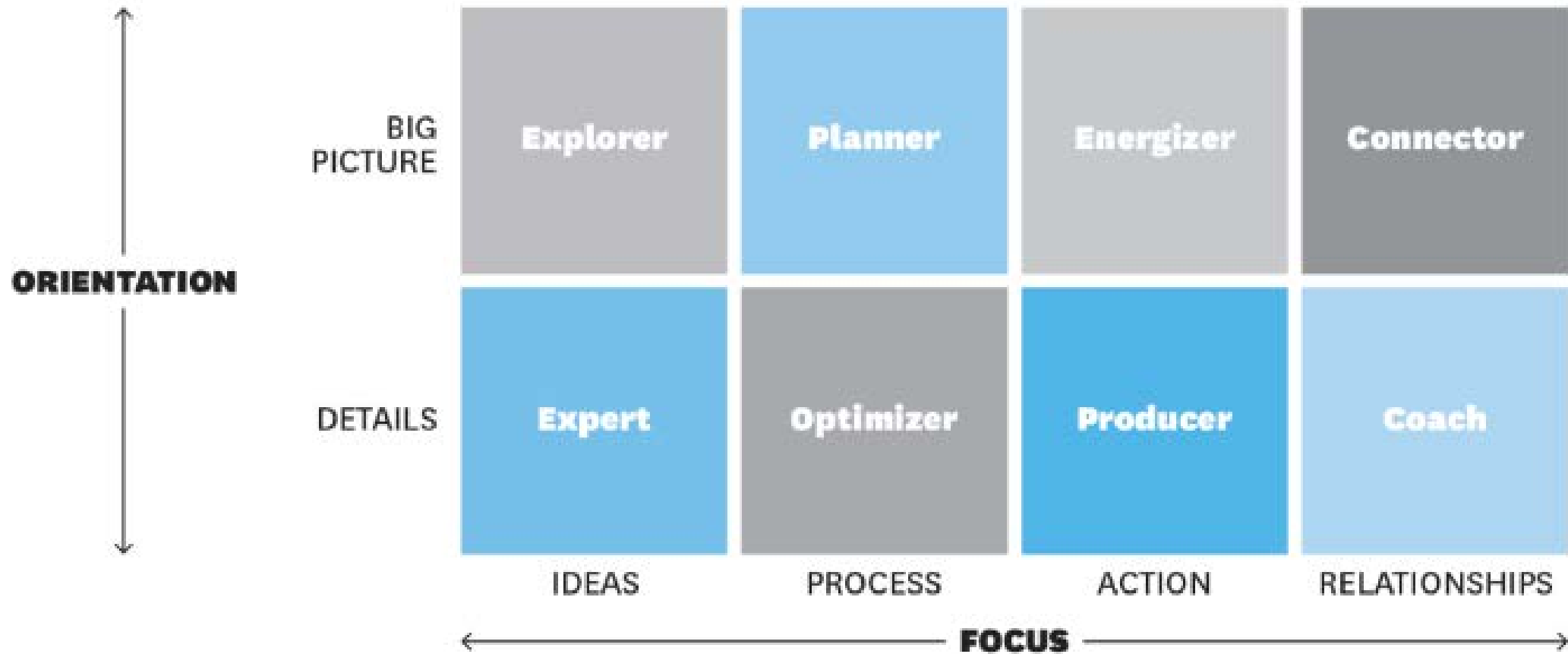
- **SQUARE:** You are an organized, logical, and hardworking person who likes structure and rules.
- **RECTANGLE:** You are a courageous (brave), exciting, and inquisitive explorer who always searches for ways to grow and change.
- **TRIANGLE:** You are a born leader who's competitive, confident, and can make decisions.
- **CIRCLE:** You are social and communicative.
- **SQUIGGLE:** You are "off-the-wall" and creative.

What you do versus how you think.



# What's your workplace thinking style?

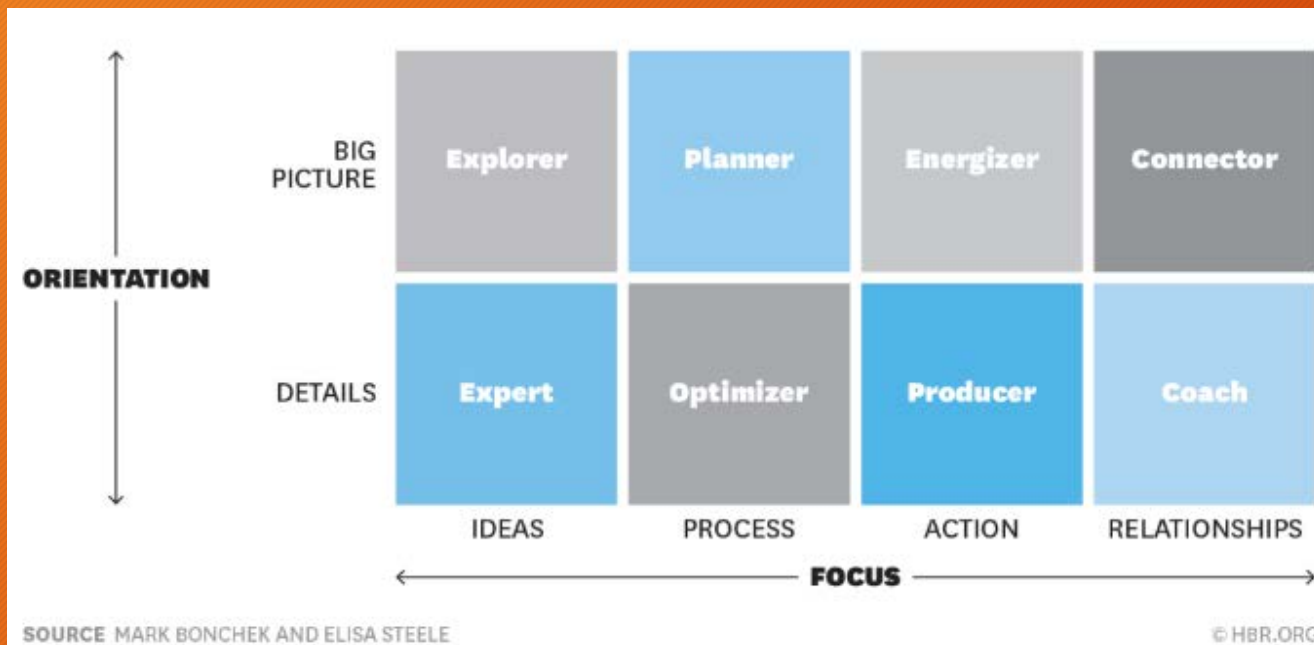




SOURCE MARK BONCHEK AND ELISA STEELE

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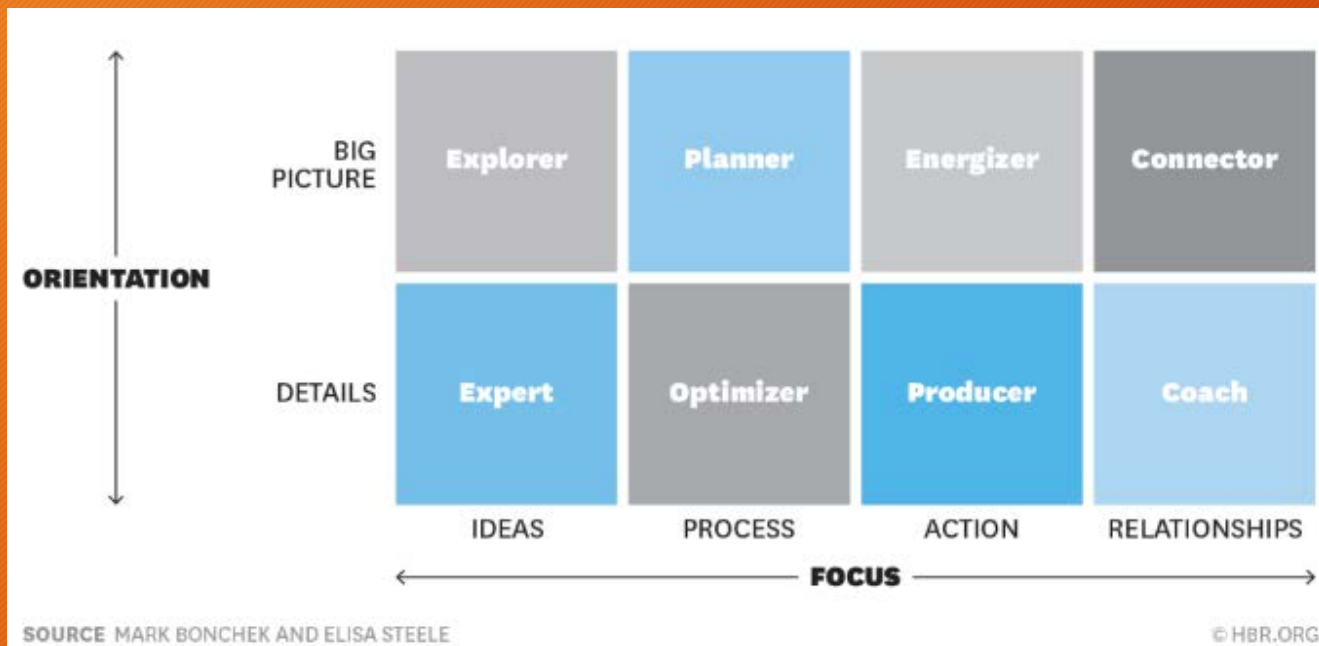
Thinking is about:

Explorer generating creative ideas.

Planner designing effective systems.

Energizer mobilizing people into action.

Connector building and strengthening relationships.



Thinking is about:

Expert achieving objectivity and insight.

Optimizer improving productivity and efficiency.

Producer achieving completion and momentum.

Coach cultivating people and potential.

# Ways to Build the Strengths of Your Team Members

1. Name the strengths.
2. Apply individual strengths to achieve the team's overall goals.
3. Incorporate strengths into performance conversations and reviews.
4. Ask your organization for some "strength training."

# Ways to Build the Strengths of Your Team Members (Continued)

5. Open career growth opportunities or training for your team.
6. Offer training opportunities for employees who show strength in particular areas.
7. Encourage team members to act as “strengths advocates” to help others use their talents and gifts more fully.

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## References:

Unites States Department of Labor (DOL.gov)

Coaching Employee Engagement Training by Peter R. Garber

Clemson University Teaming Handbook

Mark Boncheck and Elisa Steele HBR.ORG

[http://www.nytimes.com/2015/01/18/opinion/sunday/why-some-teams-are-smarter-than-others.html?\\_r=0](http://www.nytimes.com/2015/01/18/opinion/sunday/why-some-teams-are-smarter-than-others.html?_r=0)

## USMC Leadership Principles:

Be Technically and Tactically Proficient

Know Yourself and Seek Self-Improvement

Know Your Marines and Look Out for Their Welfare

Keep Your Marines Informed

Set the Example

Ensure the Task is Understood, Supervised and Accomplished

Train Your Marines as a Team

Make Sound and Timely Decisions

Develop a Sense of Responsibility in Your Subordinates

Employ Your Unit in Accordance with Its Capabilities

Seek Responsibility and Take Responsibility for Your Actions

## **If you are a TRIANGLE:**

- You are a born leader who's competitive, confident, and can make decisions.
- You also like recognition.
- You are goal oriented and enjoy planning something out and then doing it (you are motivated by the accomplishment).
- You will tend to look at big long-term issues, but might forget the details.
- When given a task you set a goal and work on a plan for it.

***How to spot a triangle:** They have powerful voices, love to tell jokes, and they play as hard as they work. They also tend to be stylish dressers.*

## If you are a SQUIGGLE:

- You are “off-the-wall” and creative.
  - You like doing new and different things most of the time and get bored with regularity.
  - When given a task, you will come up with bright ideas about how to do it. But you don’t think in a deliberate pattern from A to B to C. Instead, you tend to jump around in your mind, going from A to M to X.
- How to spot a squiggle:*** They can be “flashy,” dramatic, and extremely creative – and they don’t like highly structured environments. They tend to be funny and very expressive. They also have great intuition. Most performers and writers are squiggles.

## **If you are a SQUARE:**

- You are an organized, logical, and hardworking person who likes structure and rules. But sometimes you have trouble making decisions because you always want more information.
- You feel most comfortable in a stable environment with clear directions on what to do.
- You tend to like things that are regular and orderly.
- You will work on a task until it is finished, no matter what.



*How to spot a square:* They appear to move “straight,” use precise or specific gestures, love routine, and are very concerned with detail. They are also very neat in their appearance and their personal workspace. They do a lot of planning and are always prompt.

## If you are a RECTANGLE:

- You are courageous, exciting, and inquisitive explorer who always searches for ways to grow and change.
- You enjoy trying things you've never done before and love asking questions that have never been asked.
- You like structure, and will often be the person to be sure things are done the proper way, taking all rules and regulations into consideration.
- When you are given a task you will start organizing it to be sure it can be done in the most systematic way.

***How to spot a rectangle:*** *These people often have “fleeting eyes and flushed faces.” They also tend to giggle and they like variety. For example, they’ll come into work early or late – but not on time. And those who have offices tend to be disorganized with a mishmash of furniture.*

## If you are a CIRCLE:

- You are social and communicative.
- There are no hard edges about you.
- You handle things by talking about them and smoothing things out with everybody.
- Communication is your first priority.
- When given a task, you will want to talk about it.
- You are a “people person,” with lots of sympathy and consideration for others.
- You listen and communicate well and are very perceptive about other people’s feelings.
- You like harmony and hate making unpopular decisions.

***How to spot a circle:*** They are friendly, nurturing, persuasive, and generous. They tend to be relaxed and smile a lot. They’re talkative, but have a mellow voice. They also have a full laugh and like to touch others on the shoulder and arm.