



Tool # 4 - Part B

Create Team Synergy

Part B Includes:

Top 7 Key Points

2 Week Progress Report

Final Progress Report

(Part B is a Review and Follow Up from Part A)

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Employee Success Toolkit

Tool #4 - Part B

Create Team Synergy

In part A you learned many ways to create team synergy. Part B will help you review and record your progress.

Top 7 Keys to Creating Team Synergy

1. Your personal toolbox contains things that are unique about you—your assets as well as your shortcomings. By taking an inventory of these strengths and weaknesses, you can determine who is strong where someone else may be weak. This helps everyone discover different ways to work together.
2. Teams go through various phases on the road to becoming a unified team. It is important to understand that things may not go well in a particular stage. Be patient.
3. Teams are built on a foundation of trust. Showing up on time for meetings, being prepared, listening attentively to others' ideas are some of the ways to build this trust.
4. Be appreciative of the work others do. This will encourage more sharing and will help the transition from working alone to working as a team.
5. Becoming a successful team takes time and effort. Everyone will benefit from the synergy created when the teams takes on one purpose and shares individual assets.
6. To be a good team member, it is important to contribute. Worrying that your idea may not be good enough cheats the team of a potentially important idea.
7. Good team members are active listeners. Paraphrase statements you have heard, or say you do not understand a point and ask that it be explained.

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Tool #4 - Two Week Progress Report
Create Team Synergy

Name _____ Date _____

Look at the goals that you set in part A of this lesson.

What have you done so far to reach your 3 main goals to create synergy?

1. _____

2. _____

3. _____

What will you do in the next 2 weeks toward reaching your goals?

1. _____

2. _____

3. _____

Make a copy of this to give to your supervisor, and keep one for yourself.

Post your goals in your workplace where you can easily see them.

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Tool #4 - Final Progress Report
Create Team Synergy

Name _____ Date _____

What progress have you made towards achieving your 3 main goals to create team synergy?

1. _____

2. _____

3. _____

How have your improved skills to create team synergy made a difference at work?

1. _____

2. _____

3. _____

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Additional Resources

All are available on The Confidence Center Web at
www.ConfidenceCenter.com

Free Resources

Email Newsletter:

Employee Morale and Confidence Tips

It has creative ideas you can use every week to keep up morale.

Sign up for Free at www.ConfidenceCenter.com

Assessments:

Are you happy at work? Take the [Employee Morale Assessment](#)

How confident are you? Take the [Confidence Quiz](#)

Articles and Past Newsletters

Calendar of Special Days:

Special days you can celebrate for every month of the year.

Fun Zone:

Jokes, cartoons, and more - when you just need a break.

Coaching:

Telephone coaching by our certified professional coach. To get one *free* coaching session.

Details at <http://www.confidencecenter.com/serv06.htm>

Low Cost Resources

Products:

Books, eBooks, videos, and other products to make you more successful at work.

Seminars:

We offer in-house seminars, customized for your company or organization.

Tele-seminars:

Telephone seminars on employee morale and employee performance. These will be announced in our newsletter and on our web.