



## Checklist 11: Team Training

Project Name: \_\_\_\_\_ Date: \_\_\_\_\_

		Yes	No
1	Introduce yourself to the team and inform them of the proceedings of the team training process	<input type="checkbox"/>	<input type="checkbox"/>
2	Develop a defined schedule and establish that all the work related to team training will operate solely from said schedule	<input type="checkbox"/>	<input type="checkbox"/>
3	Understand what the requirements of the team are and the goals and objectives of the team training activity as a whole	<input type="checkbox"/>	<input type="checkbox"/>
4	Develop team training modules/roles/exercises/processes in a manner that is conducive to reaching the goals and targets that you previously established	<input type="checkbox"/>	<input type="checkbox"/>
5	Make sure that team training does not impede ongoing projects or the work that individuals have already done	<input type="checkbox"/>	<input type="checkbox"/>
6	Establish specific procedures and ground rules for working in the team including ethical guidelines, work-related policies, and rules about inter-team interaction	<input type="checkbox"/>	<input type="checkbox"/>
7	Tell the team that you will consciously be working towards increasing teamwork and utilizing the collective potential of the team	<input type="checkbox"/>	<input type="checkbox"/>
8	Prepare trial/mock/entertaining ways to enhance teamwork regarding trust, understanding, and cumulative growth	<input type="checkbox"/>	<input type="checkbox"/>

*Notes*



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- 9 Establish that the team will prioritize teamwork
  
- 10 Keep an eye on every individual employee and conduct periodic reviews, establish personal relationships, and keep an eye on the performance of every individual
  
- 11 Develop mechanisms that facilitate the development of trust and understanding with the team, so that collaboration and the like become easier tasks
  
- 12 Focus on making sure that no member of the team feels left out
  
- 13 An attempt, through official and unofficial means, to make sure that each team member is well-integrated into the team and does not feel left out or discouraged
  
- 14 Make sure to eliminate any signs of politics within the workplace and work to foster collective brotherhood within the entire team
  
- 15 Also, ensure that any people who wish to jeopardize the development of the team or your training methods must be confronted
  
- 16 Conduct periodic reviews to understand your performance and work to improve performance in light of the requirements of the team and the job
  
- 17 Once you know what you, yourself need to improve on, implement said improvements onto the training module or procedure so that the quality of the training you are providing continually increases.

*Notes*