



AssetHR - Master the Connection

Education to master the connection between managers and employees.

QUOTE IT:

A successful team is a group of many hands but of one mind. *Bill Bethel*

DID YOU KNOW that California has a mandatory harassment training law?

It's known as AB 1825 and requires employers who do business in California, and who have more than 50 employees, to provide harassment prevention training to all supervisors. The first training deadline was December 31, 2005. Training must also be repeated every two years, making 2007 a "retrain" year for most organizations. With respect to the ongoing training obligation, newly hired or promoted supervisors must be trained within six months of the assumption of a supervisory position. Those conducting the training must be subject matter experts (SME's) in this arena with legal education and practical experience in harassment, discrimination, and retaliation prevention. The requirements are extensive and demand careful consideration. If you have business operations with supervisory staff residing in the state of California, contact us for more information on how to go about satisfying this mandate.

THE MANAGER'S CHAIR: Team Effectiveness

What does it take to make a team effective? Such a definition is as wide and varied as is each our individual organizations. But just because the definition can be illusive doesn't mean you can afford to ignore trying to understand it.

At the core, the best of teams communicate consistently and constantly and doing so takes work. All team members must be intentional about wanting to communicate consistently and constantly. The team leader's key role is to be sure everyone is on the correct page, at the correct time, in alignment with the team charter. And at the helm, the supervising manager must make communication a vital element of their own process.

There are as many tools, tips, and techniques as there are definitions of team effectiveness. Don't let yourself become overwhelmed. Deciding to pay attention to your team's effectiveness in a concrete way is step number one. Step number two is to pick a tool, any tool that resonates with you, and start using it. Step number three is to offer your permission to someone to be your accountability partner in this process. Allow them to hold you to task. Appreciate that they can see what you may not and thus, help you correct steps.

The following outline is one tool that we use with our management groups when conducting team effectiveness education. Check it out. Change it. Adjust some parts. Above all, take a first step. If you trip and skin your knee give us a call. I'm betting we've got just the bandage you need to stand up and get running again.

Team Effectiveness Guidelines:

1. Team Agreement
 - a. *Identified and articulated* common goals, measurements, rules
 - b. Understood and agreed upon by all
2. Team Member Commitment
 - a. To the tasks that achieve the goals
 - b. To each other - accept each other, accountable to helping each other
3. Personal/Professional Interdependency
 - a. Success based on team accomplishment
 - b. Individual tasks linked one to another in support of achieving team goals
4. Rules of Conduct
 - a. Each member agrees with the following:
 1. Team needs and goals first, personal second
 2. No one person more important than the other
 3. Decisions made on best information available (not history, not opinion)
 4. Everyone participates - listening and contributing
 5. No "fixed" positions - can "live with it" even if don't "agree with it"
 6. Group decisions, not off-line conversations - everyone hears/decides
 7. Avoid perfection - apply the 80/20 rule

As part of this team, I agree to carefully consider each of the above mentioned characteristics of effective teamwork with respect to my individual role and responsibilities. I will provide myself ample time and energy to reflect upon these characteristics and be prepared to explain my thoughts and reasons for either offering or withholding my commitment to any specific item.