



CREATING & BUILDING

EFFECTIVE TEAMS

5 Tips to Creating A Great Volunteer Team

Team Building

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There is nothing better than a team that works like a well-oiled machine, but how do you create that? What does it take to build a team that dreams together, plans together and executes efficiently. In this resource we have done the research and came up with the top tips and strategies to put together your dream team.

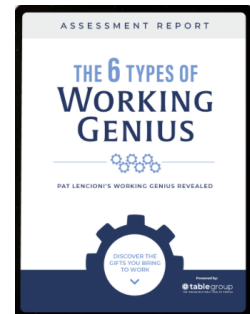


1. Who Should Serve On Your Team? That is always the big question. Do you need someone from a certain demographic? How about individuals with specific skills? You never want to draft someone to your team that doesn't have a passion for the area in which the team will be serving. For instance you wouldn't put someone on the Kids Ministries team if they didn't like children. That would be disastrous. Patrick Lencioni in his book *The Ideal Team Player* says you need three things in any team member. They need to be Hungry, Humble and Smart.

2. Get to Know Your Team - When you put together a group of people from different backgrounds, demographics and seasons of life, you are bound to have differences of opinion about ideas, philosophy and more. When you get to know your team and they get to know each other, it allows them to see each other from someone else's eyes. When Robert learned that Shannon came from an abusive home life, then he realized why she was cautious about who works with children. One way to get to know your team is by asking each team member to complete a personality test. There are so many to choose from and many are free or inexpensive.

Assessments

***NEW! - Working Genius Assessment** - Working Genius identifies the six fundamental activities that are required for any type of work and provides a simple framework for how work gets done. Too many people feel frustrated, underutilized or misunderstood at work. Far too many teams experience failure, feel stuck or are confused because they don't know how to tap into the people around them. Working Genius is changing the way people are thinking about their work and teams, and is leading to more dignified, fulfilled and successful work. It is \$25 per assessment



The Myers-Briggs - Created in the 1940's, Cost \$49.95 per individual.

Strengthfinders - Start with your top 5 strengths and focus on those. The Strength finders assessment helps you see what the strengths of your team members are and allows you to use them where they fit best. The assessment starts at \$19.99 a person.

DISC - The DISC is a behavioral assessment test based on the theory of William Moulton Marston that centers on four unique personality traits: dominance, influence, steadfastness, and consciousness. The DISC is particularly useful in understanding how you respond to certain challenges, as well as your behaviors to those around you and in everyday life. The DISC cost \$72 an up.

Color Code - The Color Code is the most revolutionary and ACCURATE measurement of your personality available on the market today. Once you have learned the Color Code you will never see yourself or others the same again! The Color Code is your best bet for understanding how to make sense out of life's relationship puzzles. The Basic Color Code Assessment is Free.

Find versions of all of these for free at www.testguide.com
Free Volunteer Quiz produced by Southwestern Assemblies of God University.

3. Use Your Team - Nobody wants to serve on a team and never be used. In fact, they may assume they are not on the team at all if they don't receive communication or direction from the leader. One way to make sure everyone is on the same page is to have regular meetings. Since we know that people are busy and we want to be courteous of their time, follow these tips to better team meetings.

1. Have a reason for your meeting. If what you are meeting for can be done by an email or group message, do that instead.
2. Stick to the meeting time frames. If you say we will meet one hour, watch the clock and adjourn on time.
3. Get to the point. Don't spend a lot of time talking among yourselves. You can do that after the meeting is over and no one feels held captive.
4. Drive the discussion. Don't let one or two people control the conversation. If topics are brought up that can not be resolved within the specified time limit, table the subject and schedule a meeting in the future to discuss it. Be sure and take minutes so you can refer back to previous decisions. If

you need to have a meeting facilitator to help you stay on track, assign someone and give them permission to keep you on topic.

5. At the end of the meeting, recap what you decided and what assignments have been given out.

4. **Team Building Skills** - Team building skills are capabilities that help leaders form interactive, supportive, and high-functioning teams. For example, problem solving, listening, and organizing are essential team building skills. The purpose of these skills is to support teamwork and team development.



1. Goal Setting and Role Assigning - When managing a the project is the vehicle and your destination is an excellent result for the company. In order to get anywhere, everyone has to agree on an endpoint. As team leader, it is your responsibility to define a goal and map out a way to get everyone there.

2. Communicating - equate poor team communication to a sports team trying to score a goal while running around the field in blindfolds. In this scenario, players scramble all over the field, hoping to get lucky and get the ball over the line or into the net by pure chance. If the participants did manage to score, then the players might be oblivious

3. Listening - Listening is one of the greatest team building skills you can develop. Talking and listening are equally important team traits. Without listening skills, teams just make a lot of noise, resembling a room full of vuvuzelas instead of a polished symphony.

4. Reflecting - Self-aware teams act with more integrity and speak more openly. Reflective teams are better equipped to avoid conflicts and reach compromises. Honest group assessment results in faster and more effective work and friendlier, more trusting team dynamics.

5. Matchmaking - Matchmaking is one of the most essential interpersonal skills for team builders. A true master recognizes skills, traits, and patterns within teams, and links members together in winning combinations.

6. Problem Solving - Teamwork means being able to tap in to different skills and perspectives. There is no reason for a team member to struggle alone. A team is a great resource and support system.

7. Delegating - Delegating is a true collaboration skill.

8. Giving and Getting Feedback - Receiving feedback is not always a pleasant experience, but it is an essential one. We might not want to hear that we messed up or could do better, but we would not want to unknowingly annoy or hinder our team either. Honest evaluation gives us a chance to improve and grow, both as an individual and as a team member.

9. Organizing - Organizational skills are vital team building skills. Team members have different tasks, deadlines, and schedules, and things can easily fall by the wayside if nobody takes the reins.

10. Resolving Conflict - Disagreement is not always a bad thing. It often means your team is passionate and able to consider different angles. This perspective can lead to stronger and more well-informed results, but only if teammates can see eye to eye.

5. Be Flexible - You are working with volunteers who have jobs, families and other responsibilities. Don't have unrealistic expectations. The team will never work harder or give more time than the leader. Extend grace when life happens and team members are unable to complete their assignments. If this continues to happen with a team member, you may consider gracefully releasing them from responsibility until life becomes normal again.

6. Show Your Appreciation - There is nothing like working hard at an event or project and no one seem to notice. Your volunteers will work longer and harder for you when they feel appreciated. For some, a simple thank you does the trick but for others they need to receive card or be recognized in some way to feel appreciated. To find out what the Appreciation Language of your team members are, have them complete the [5 Appreciation Languages Assessment](#). [Book](#)