

LEARNING – Teamwork Guidelines

The following acronym-based reminder is an example of the type of guidelines that a group or team might develop to encourage positive and productive teamwork:

Listen with the desire to learn

- Be open to new ideas

- Let ideas be shared without interruption

Encourage others

- Facilitate active discussion

- Ask others their opinion

Acknowledge contributions

- Build on the ideas of others

- Ask clarifying questions

Review progress

- Periodically summarize the discussion

- Use flip-charts to review progress

Nurture new ideas

- Use brainstorming strategies

- Facilitate creativity

Identify group process issues

- Occasionally "check process"

- Openly deal with process issues

Note progress

- Monitor process and products

- Record results

Gather lessons learned

- Select "gold nuggets"

- Share them with colleagues