

Seven Steps to Developing Effective Team Agreements

1. Complete one or more assessments to better understand each other's communication, personality and conflict preferences.

Sample Assessment Tools (free):

ITP Metrics (five tools): www.itpmetrics.com

[Communications Style Assessment](#)

[Strengths Assessment](#) (based on Gallup's Strengths Finder)

2. Schedule a planning meeting to develop your team foundation – make this the primary focus of the meeting. Appoint a facilitator. Share assessment reports, as well as any preferences for working styles or processes (recommended time frame 1 ½ hours).
3. Consider what roles and responsibilities will support your team foundation.
4. Consider what technology will support you most effectively (shared docs like Google Drive are highly recommended). How will you use this technology? See [Virtual Teamwork](#) for some ideas.
5. Consider what communication methods (Eg. email, google hangouts, chat, text message, etc.) will work best for your team, and what are appropriate response times for communicating with each other (Eg. Respond within 24 hours)?
6. Determine what feedback models and reflective practices your team will adopt. This will ensure you are continuously reviewing what is working, checking in with each other, and making improvements.
7. Ensure all members agree or commit to the elements established in your Team Agreement.

If you are looking for additional guidance, don't hesitate to reach out to our team coaches:

teamcoaching@royalroads.ca