

2011

Being a Valuable Team Member



Martin Zander

M. Zander

Being a Valuable Team Member

This book has been purchased online on:

XinXii.com – eBooks & documents from indie authors

<http://www.xinxii.com>

Copyright, Legal Notice and Disclaimer:

This publication is protected under the US Copyright Act of 1976 and all other applicable international, federal, state and local laws, and all rights are reserved, including resale rights: you are not allowed to give or sell this Guide to anyone else. If you received this publication from anyone other than xinxii.com, you've received a pirated copy.

Please note that much of this publication is based on personal experience and anecdotal evidence. Although the author and publisher have made every reasonable attempt to achieve complete accuracy of the content in this Guide, they assume no responsibility for errors or omissions. Also, you should use this information as you see fit, and at your own risk. Your particular situation may not be exactly suited to the examples illustrated here; in fact, it's likely that they won't be the same, and you should adjust your use of the information and recommendations accordingly.

Any trademarks, service marks, product names or named features are assumed to be the property of their respective owners, and are used only for reference. There is no implied endorsement if we use one of these terms.

Finally, use your head. Nothing in this Guide is intended to replace common sense, legal, medical or other professional advice, and is meant to inform and entertain the reader. So have fun with the ebook, and get your stuff done.

Copyright © 2011 Martin Zander. All rights reserved worldwide.

Contents

Being a Valuable Team Member 6
Introduction..... 6
Team Meetings..... 6

Every Player Contributes to the Process..... 7
Content..... 7
Process 8

Team Facilitation Roles 9
Summarizer 10
Orienter 10
Fact Seeker 10
Initiator..... 11
Harmonizer..... 11
Analyzer 12
Gatekeeper..... 12
Encourager 12

Recognize Your MVP 13
You Don t Have to Be Best Friends..... 14

Being a Valuable Team Member

Introduction

"Take responsibility." Although the team leader is held accountable for establishing and monitoring team performance measurements, all team members are responsible for their team's success. If your prior experience was as a member of a work group, your contribution was to get your work done. Your contribution as a team member goes far beyond the work itself. The notes in this reading provide you with advice about how you can interact with the people on your team more productively and offer you tips on how you, as an individual team member, can facilitate constructive team dynamics.

Team Meetings

Your team meeting is your meeting and therefore it is your responsibility to do whatever is called for to make it effective. Team meetings are not something that happen to you; they are something that you make happen. Your team leader, as a participating member, has a piece of the action but he is not solely responsible. And if your team has established a role called "meeting facilitator", that person might take the lead in reserving the meeting room, distributing the advance agenda, or similar tasks, but he is not totally responsible. Every single team member is responsible.

This is a drastic change in role definition for most team members and for team leaders as well. As a team member you can no longer afford to sit back and be an attendee, spectator, or complainer. You must be a full participant/observer, actively contributing to the content of the meeting and at the same time observing team dynamics and intervening when team members are behaving in dysfunctional ways. It's not an easy job but it most definitely is part of your responsibility as a team member.

If you view meetings as an event that someone else plans and leads and that you attend, this will not be an easy adjustment to make. And if your team leader is accustomed to being in charge of the meeting, the adjustment will be even more difficult. The first step in making the transition to this new role of participant/observer requires a major shift in mind-set by all. To behave responsibly, you must feel responsible. And your team leader must also be willing to share the responsibility.

Talk about how your meetings are structured, who decides what the agenda will be, what behaviors are inhibiting the team from accomplishing its intended tasks, and how the team feels at the end of the meeting and why. Then make some decisions collectively about what you can do to improve it.

Don't expect to feel comfortable right away with this added responsibility. It's like becoming a parent for the first time. There's so much to pay attention to. You can't sit back and expect others to make it happen. It's a hard job and it takes an incredible amount of energy.

Every Player Contributes to the Process

Your team meeting has two major focal points that require your attention: content and process.

Content

Content is what your team is working on; process is how your team members are working together. If I asked you to tell me how your last meeting went and you said, "We discussed the consolidation project, put together a plan for year-end closing, and decided to set up a meeting with Quality Team to discuss error rates," you would have reported on the content