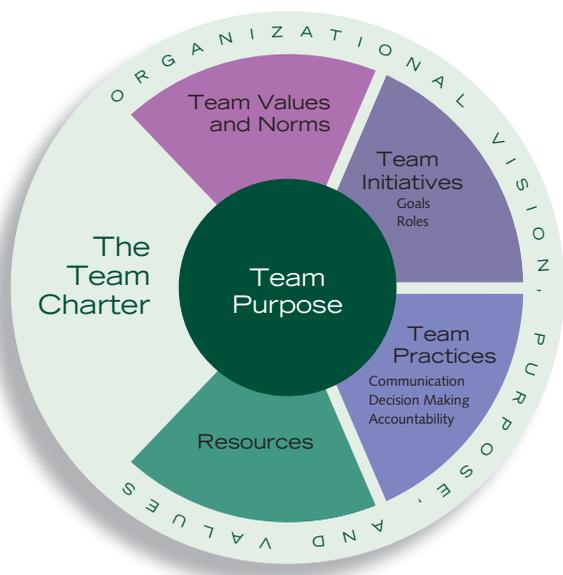


Team Charter Process

The number one success factor of high performing teams is the alignment that is specified in a set of agreements that clearly states what the team wants to accomplish, why it is important, and how the team will work together to achieve results. Creating a clear team charter is the single most important step for getting a team off to a good start and keeping it on track throughout its existence.



The team chartering process explores the elements of a team charter and provides guidance for working through each element including instructions for writing formal team initiatives and goals. The elements of the charter include:

- **Organizational Vision, Purpose, and Values** are the foundation for the Team Charter. They provide the context for the team's existence.
- **Team Purpose** is the reason for the team's existence. It states:
 - What the team does
 - For whom
 - Why
- **Team Values and Norms** which are the enduring principles that guide the team's actions and the ground rules that identify appropriate behaviors for team members.
- **Team Initiatives** which are the broad areas of focus necessary to achieve the team's purpose. These include Team Goals which identify the measurable outcomes needed to achieve the team's purpose and Team Member Roles which identifies the key responsibility areas of each team member for achieving the goals.
- **Team Practices** are the strategies and processes that need to be clarified and set up in order to accomplish the work of the team.
- **Communication Strategies** are the processes for sharing information both within the team and outside the team.
- **Decision Making and Accountability** determines the process for how decisions are made and communicated in addition to establishing agreement on how team members hold each other responsible for commitments made to the team.
- **Resources** are the tangible materials and organizational support the team needs to accomplish its goals.

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Team Charter Process

Audience

For new and existing teams at all levels, including self-directed teams.

Format

The chartering process is simple and easy to follow. It is designed so that the team leader or a team member can lead the team through all the elements of a team charter. Team members are provided with Team Charter Worksheets to be completed in class or online to stimulate ideas and record their initial thinking.



The Team Charter Leader Package provides a team leader with the tools for facilitating a face-to-face or virtual session. Depending on the complexity of the team's purpose, as well as the size of the team, the chartering process can be done in two ways, for different lengths of meetings, and over various periods of time.

The Face-to-face session can be completed in any time frame from a half-day to two days.

The virtual session is facilitated during a series of teleconference calls or WebEx sessions.

Outcomes

By participating in the chartering process, a team can

- Develop a solid foundation for building high performing teams and sustaining performance
- Provide the structure and direction it needs to stay focused on a common end result
- Learn to document team agreements regarding performance and hold itself accountable
- Create buy-in and increase commitment for accomplishing the work of the team
- Increase communication, trust, and effectiveness.

For more information, please contact your Blanchard® Sales Associate.

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