**Quick Tips**

**DESIGN FOR A NEW TEAM:**

**STEP 1:**
Getting Acquainted  
(Forming)

**STEP 2:**
Sharing Expectations  
(Storming)

**STEP 3:**
Clarifying Goals  
(Norming)

**STEP 4:**
Developing Working Relations  
(Performing)

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**LEADER HINTS**

Are available on the following topics:

- Conflict Resolution
- Constitution & Bylaws
- Delegation
- Difficult Member
- Event & Program Planning
- Fundraising
- Goal Setting
- Icebreakers
- Meetings & Minutes
- Motivation
- Officer Transition
- Recruiting New Members
- Retreats
- Stress Management
- Team Building
- Time Management

For further assistance with all aspects of student event planning, scheduling and organizing please seek an appointment with the Student Activities Staff or the appropriate ASUN Executive Officer.

For more information, call 784-6589

Leader Hints is a publication of the University of Nevada, Reno Student Activities Department.

This information was compiled with leadership materials from the:

- University of Texas San Antonio
- University of Kansas
- University of New Mexico
- University of Nevada Reno
**A Team Is:**

An energetic group of people who:
- Are committed to achieving common objectives
- Work well together and enjoy doing so; and
- Produce high quality work.

**Team Building Is:**

The process of forming diverse individuals into a group who share common goals, objectives, and expectations, as well as a commitment to one another.

**Ingredients for Successful Team Building:**

- An uninterrupted block of time (2-4 hours is ideal)
- A comfortable, informal environment
- A relaxed, open-minded group of people
- An agenda of activities to stimulate growth, sharing, bonding, and trust

**In Your Planning, Be Aware Of:**

- Member’s physical limitations
- How comfortable members may or may not be with physical contact

**When and Why Should Leaders Plan Team Building Activities?**

Team building is appropriate for:
- Brand new groups
- An organization with a large number of new members
- Groups in which the members seem bored or irritable
- Groups whose members seem to be going off in different directions
- Groups with conflicts or infighting
- Groups whose members have been apart for a while
- Groups that want a break from the normal routine
- Groups that want to boost their “team spirit”

Team building can be scheduled as part of:
- New officer training
- New member orientation
- Group retreats
- Goal-setting sessions

**Team Building Activities**

**Step 1: Getting Acquainted**

**Interviews:** group members pair up and interview each other for five minutes. These pairs then introduce their partner to the group, including everything they can remember about each other.

**Step 2: Sharing Expectations**

“I Expect” Exercise: the leader passes out 3/5 cards on which members list their expectations of the leader, officers, members, advisors, and themselves. Cards are collected and responses listed on a chalkboard, discussed, and adopted or rejected by the group.

**Step 3: Clarifying Goals**

**Group Goal Setting:** members participate in reviewing previous goals and setting the group’s goals for the coming year.

**Step 4: Developing Working Relationships**

**RAP Session:** discuss questions such as:
- How will decisions be made?
- What will our working styles be?
- How will we assure that everyone has a chance to contribute?
- How will we resolve differences?
- How will we ensure the completion of our work?