

Team Behavior & Communications

Rules for Group and Team Communication

Source: *T. Mittelstaedt, in an unpublished paper, Department of Accountancy, Notre Dame Graduate School of Business, 1997.*

Here are seven rules that will permit groups and teams to communicate effectively with one another and fulfill the purpose for which they came together.

1. Team problems are everyone's responsibility.	If you're a team member, you can't look at a problem as though it were someone else's. If the team has a problem, so do you.
2. Every member participates.	You can't hide from the research and the discussions any more than you can hijack the process and take over.
3. All ideas deserve discussion.	If you suspend judgement until you hear an idea through, you may learn something you didn't know, and you may find an idea that works.
4. Time belongs to the team ... no outside interferences.	Focus on team activities when the team is together and the team will be more productive.
5. Derogatory comments or put-downs are not allowed.	Ideas come first; keep personalities out of the discussion.
6. Focus on one idea at a time.	Fragmented discussions can seriously hamper a team's ability to solve problems. Take it one step at a time.
7. Listen and ask questions.	Be an active listener; reflect both meaning and emotion in your questions and responses.

Successful Behaviors For Teamwork – 7 Effective Behaviors You Need To Possess

Source: *Long Yun Siang, <http://www.career-success-for-newbies.com/behaviors-for-teamwork.html>*

The behaviors for teamwork are a mix and match of different qualities and values. Each will be suitable for different situations; you need to be able to know when to use what in order to get the most of the team.

1. Collaborate	This means to cooperate with one another. It can even mean co-creating solutions. There is no need to hoard credit. Or try to hide information in order to stand out from the crowd. When you collaborate with the others and the team shines, you shine too. What's the point of hiding information and the team crashes? You will be known as the guy from the losing team.
2. Constructive Criticism	Perhaps one of the most difficult to do when working in a team is being able to voice your opinion without being too judgmental. How do you give comments without offending someone else? How can you raise things that are good for the team as a whole? Being able to give constructive criticism is an important element. Learn to point out work that needs improvement and refer to the work rather than the person. Equally important is being able to take constructive criticism yourself.
3. Park Ego Outside	Amongst the behaviors for teamwork, being able to park your ego outside the door is important. There is no room for ego in an environment where teamwork is important. When ego comes into play, there will be too much disruption as people will focus on selfish gains and forget about the team's goals.

4. Energetic and Enthusiastic	You may not be the leader but never mind, you need to bring fire into the team. You must show energy and enthusiasm. You must be willing and daring to implement plans that have been devised. Fellow team member's energy is very important in teamwork. It can motivate others to also bring their positive behaviors for teamwork to the forefront.
5. Empathy	In learning the behaviors for teamwork, make sure you learn to connect with fellow team members. This means being able to empathize with what others are going through. There may be other parts of a project that is not doing too well, you need to be able to understand what other team members go through. Being connected builds respect and effective relationships. When you do that you can connect others together to get other parts of a project done well.
6. Integrity	You must have high professional and personal standard as part of your behavior for teamwork. When you have high integrity, no one will doubt your action. You must be sincere in your opinions and dealing with other team members. The trust that is forged also means it will lessen all the backstabbing and gossip in the team.
7. Balance the Roles of Leading and Following	This is one aspect of behaviors for teamwork that many people miss. To be in a team does not always need you to be the leader or follower. One must know when to step up to the plate and when to be the quiet follower. For example, if you know there is a certain level of expertise that can be of use in a situation, stand up and take the team through the challenge. It does not mean you tell yourself you are not the leader hence you stay quiet.

Alternative/Additional Team Ground Rule Web Resources

10 Golden Rules of Communication in a Team Environment

<http://www.inc.com/samuel-edwards/10-golden-rules-of-communication-in-a-team-environment.html>

Team Groundrules

<http://www.npd-solutions.com/groundrules.html>

Sample Team Norms

<https://www.thebalance.com/team-norms-sample-1919230>

Leading with Humility: Five Golden Rules

<http://blog.eskill.com/leading-with-humility-golden-rules/>

Kaizen Rules for Teams

<https://agileleanlife.com/kaizen-rules-for-teams/>

5 Tools That Keep Team Communications Untangled

<https://www.entrepreneur.com/article/238116>