

*Guidelines for Effective Group/Team Dynamics**

"AN EFFECTIVE TEAM . . .

1. Has a clear understanding of its purposes and goals.
2. Is flexible in selecting its procedures as it works toward its goals.
3. Has achieved a high level of communication and understanding among its members. Communication of personal feelings and attitudes, as well as ideas, occur in a direct and open direct and open fashion because they are considered important to the work of the group.
4. Is able to initiate and carry on effective decision making, carefully considering minority viewpoints, and securing commitment of all members to important decisions.
5. Achieves an appropriate balance between "group productivity" and the satisfaction of "individual needs."
6. Shares leadership responsibilities among group members - - so that all members are concerned about contributing ideas; elaborating and clarifying the ideas of others; giving opinions; testing the feasibility of potential decisions; and in other ways helping the group to work on its task while maintaining itself as an effective working unit.
7. Has a high degree of cohesiveness, but not to the point of stifling individual freedom.
8. Makes intelligent use of the differing abilities of its members.
9. Is not dominated by its leader or by any of its members.
10. Can be objective about reviewing its own processes. It can face its problems and adjust to needed modifications in its operation.
11. Maintains a balance between emotional and rational behavior, channeling emotionality into productive group effort."

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