

TEAM DEVELOPMENT PLAN

*Grow as a team
and reach new levels of performance*



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Whether your team is doing well in some, or in many areas that affect their performance, you know there is always room for improvement.

Maybe what used to work no longer does, or you might all be getting results, but at a too high of a personal price, for both you and your team.

This **Team Development Plan** will help you find the inspiration needed to identify new paths in the right direction.

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- ✓ Why you need a *Team Development Plan*
- ✓ Understand yourselves better
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- ✓ Support options for optimizing and implementing the *Success Action Plan* to attain the best results for you and your team

WHY DO YOU NEED A TEAM DEVELOPMENT PLAN?

Because it allows you to lead the best team you could ever imagine.

This *Team Development Plan* workbook will help you:

- gain a better understanding of who you are as a team
- define where you are and where you are going
- identify top strengths and weaknesses as a team
- develop your action plan for the success you desire

A well crafted development plan requires much introspection and dialogue between team members. You'll also seek ideas from leaders and teams with whom you collaborate because they are better positioned to notice blind areas and to give you feedback regarding what they really need from your team.

Leadership tip:

*You already know that an outstanding leader is not the one who does things better than anybody else, but the leader who is able to bring out the best in each and every team member. This **Team Development Plan** will help you do just that.*





IS YOUR TEAM REALLY AWARE OF WHAT IT NEEDS TO GROW & THRIVE?

If not, it's time to find out!

Do you have a **clear vision** of what you wish your team to achieve and where you want to lead them?

- Does your team find your vision exciting and inspiring, and are they doing everything in their power to fulfill it?
- Do they have all the tools and skills they need?

If the vision is

- not crystal clear or
 - team members are not fully aligned with it
- the team will not realize their full potential and results will be highly disappointing.

A team that doesn't question itself, or evaluate its performance regularly, is

- hardwiring inefficient habits that damage the internal environment
- fostering mistrust or lack of commitment
- likely to repeat the same mistakes
- risking frustration or boredom from being in a perpetual comfort zone.



A great team is proactive: it takes control and makes sure to have a plan to become even better. The ***Team Development Plan*** helps you to do so in a structured manner, allowing every member to become aware of their strengths and opportunity areas.

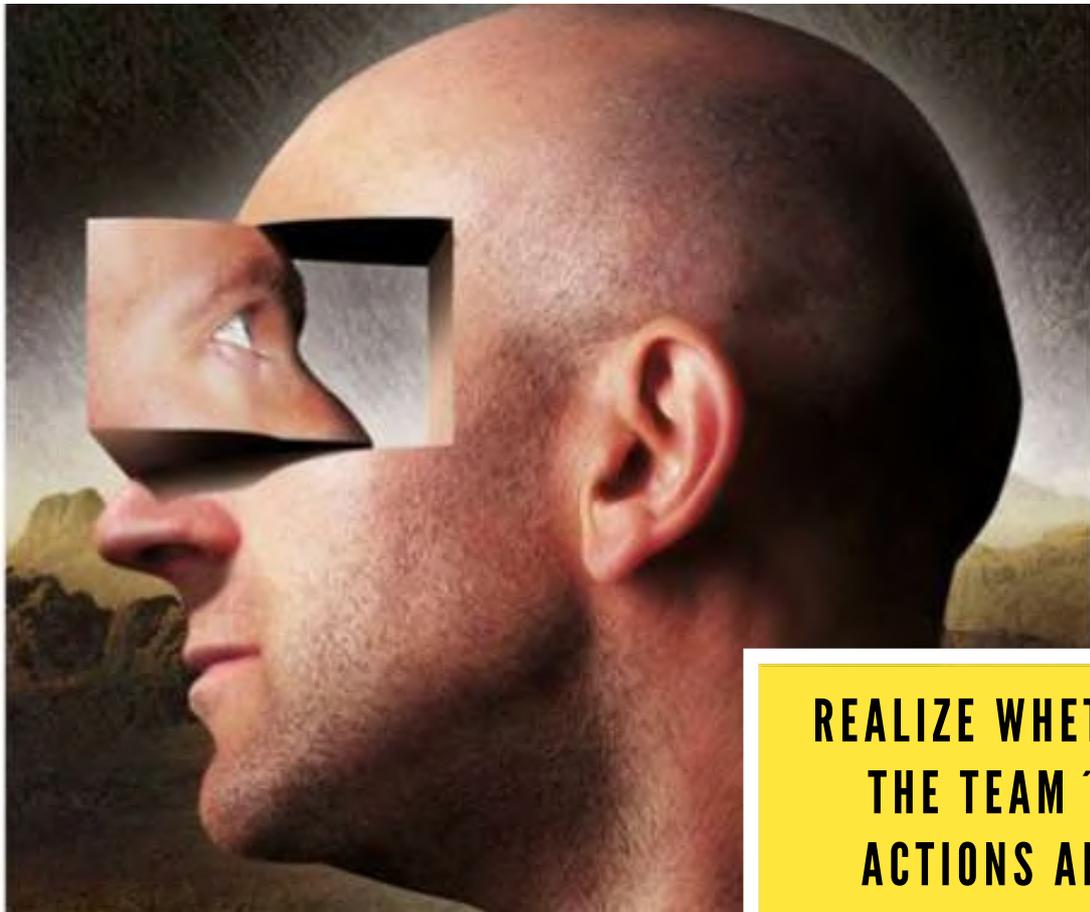
Great teams are
PROACTIVE in their
own development.

Based on this info, the team establishes worthwhile goals, aligned with its own values and principles. It then identifies the gap between the present situation and the ideal one, as well as the possible obstacles that might stand in their way. Finally, together they choose strategies to reach those goals, and success is celebrated.

So...are you willing to invest time and effort in your team's development? It's not magic, you need to do some work together.

If you're ready, then let's begin!





**REALIZE WHETHER
THE TEAM'S
ACTIONS AND
ATTITUDES WILL
GET YOU CLOSER
OR FURTHER FROM
YOUR COMMON
GOALS**



KNOW YOURSELVES AND EACH OTHER BETTER

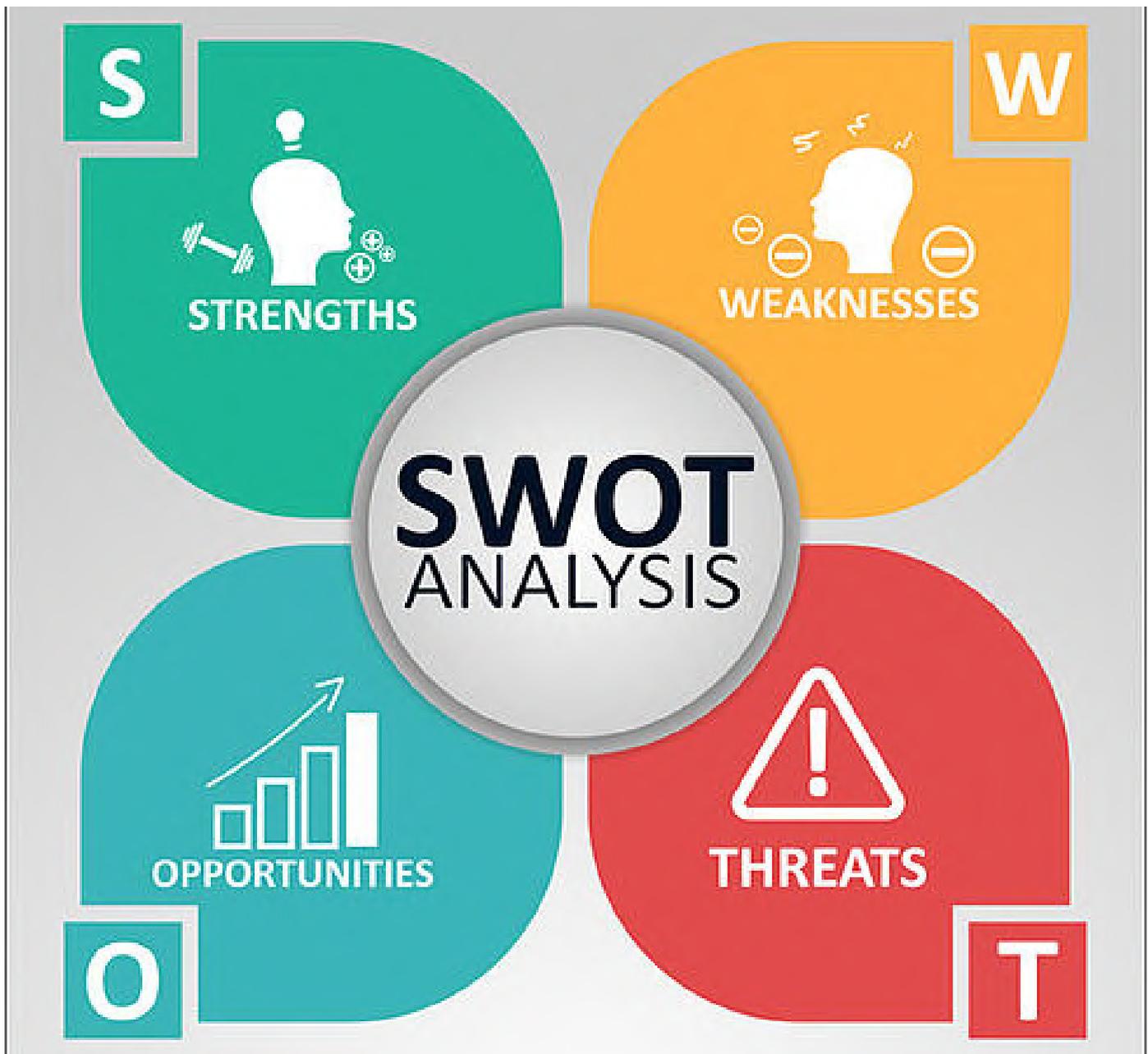
Before deciding where you want the **Team Development Plan** to take you, it is of the utmost importance to realize where you currently are as a team.

- In what areas are you already good and you want to make the most of them?
- Which areas could do with some improvement?
- What opportunities can you take advantage of and what obstacles could prevent you from reaching your goals?

To answer these questions, we have adapted the popular **SWOT** Analysis so you can apply it to your Team.

We call this the **Super SWOT** because it is a team based, collaborative effort that ensures all points of view are gathered and everyone feels ownership.

We are not reinventing the wheel; but in order for them to work, tools such as the **SWOT** must be used periodically.



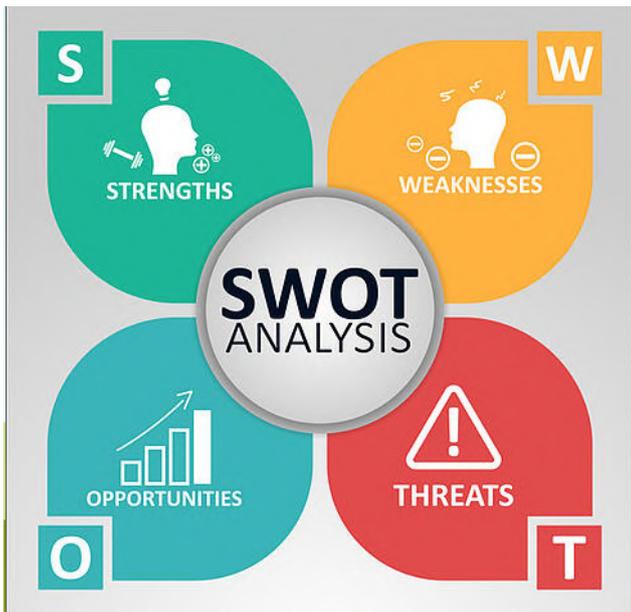
By understanding your **strengths** and **opportunities**, you can consciously and effortlessly multiply and take advantage of them.

By understanding your weaknesses and threats, you will know what to avoid, what to improve, and what you need help with. You will also identify the areas you need to learn how to work with, mitigate, manage, face or delegate to reach your team goals.

To complete your **Super SWOT**, answer a few questions (pp 8 & 9) and fill in the worksheets on pp 10 & 11.

Regarding **strengths**, concentrate on what already makes you a good team; those characteristics, attitudes and paradigms already aligned with the type of team you want to be and that already give you good results. Consider all your competencies, abilities, attitudes, skills, preparation, personality traits and interests.

Don't stop at your own opinion. Ask colleagues, boss, other team members, internal suppliers & clients, what they think your strengths are. It's as easy to over-estimate some, as to be totally oblivious of others. Knowing them will be a great confidence and self esteem booster.



In the area of **weaknesses**, focus on where you know you are weak, or where you are okay, but could be better.

Don't feel bad nor judge yourselves, since we all have things we can improve. The good thing is that by bringing them to our awareness, we can work on them or decide what to do about them. It is as important to be loving, patient and empathic with yourselves as with others.

Once you have reflected upon your strengths and weaknesses, it is important to understand the opportunities opening before you, by asking yourselves how to best use your strengths.

Finally, analyze what could possibly block your success. Even though threats might be out of our control, you can imagine and plan for different scenarios, should they arise. The more information you have, the less surprises you'll encounter. Bear in mind that foreseeing obstacles does not have to be a negative or stressful exercise; on the contrary, the more prepared you are to face different situations, the less anxious you will feel, even if they do come true, and their impact will be far less meaningful.

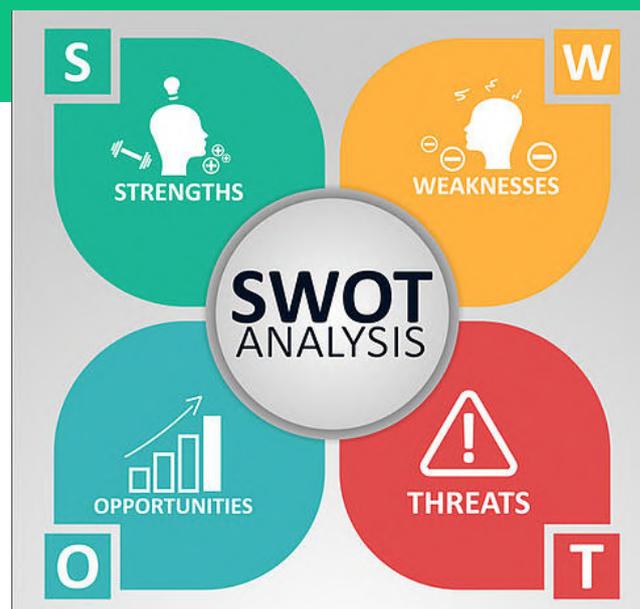


NOTE: Set aside enough quality time to work on this **Development Plan** with your whole team. It might take many hours to complete, but those hours will be gained manyfold by greater collaboration and productivity in the future. Besides, this exercise serves as the perfect team building activity to kick off the new year with the right foot.

SUPER SWOT ANALYSIS OF MY TEAM

STRENGTHS

- What are you normally good at, individually and as a team?
- What abilities do other teams or individuals recognize, appreciate and reward in you as a team?
- What do you do better than other teams you work with?
- What are you most proud of?
- What resources or connections do only you have access to?
- What skills make your life, your relationships or your jobs easier?
- What do you have more experience than others in?



SUPER SWOT ANALYSIS OF MY TEAM

WEAKNESSES

- What skills do you have trouble mastering as individuals or as a team?
- What activities or processes do each of you do just because you are required to?
- What aspects of your individual personalities hold you back as a team?
- What do other people or teams most often identify as your weaknesses?
- What makes you most vulnerable?
- The lack of what skills, tools, attitudes or behaviors makes your life, your relationships or your job much harder?
- Where do you lack the experience, resources or connections that others have?



SUPER SWOT ANALYSIS OF MY TEAM

OPPORTUNITIES

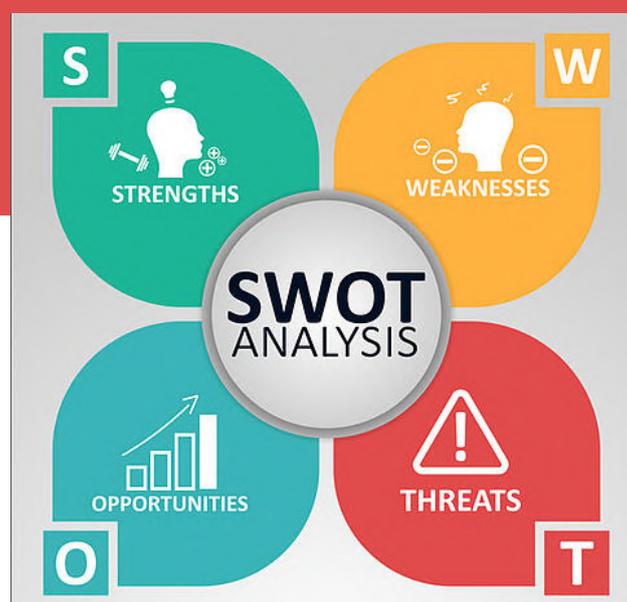
- What would you love doing that is easy for you and in which you are very good and that would add value to the team, the department or the company?
- How could you minimize or manage your weaknesses?
- If you were not limited by your weaknesses, what could or would you like to do as a team?
- Where do you see the most growth potential for you as a team? New accounts, new projects, new products, new markets, new industries?
- What trends impact your present success as a team?

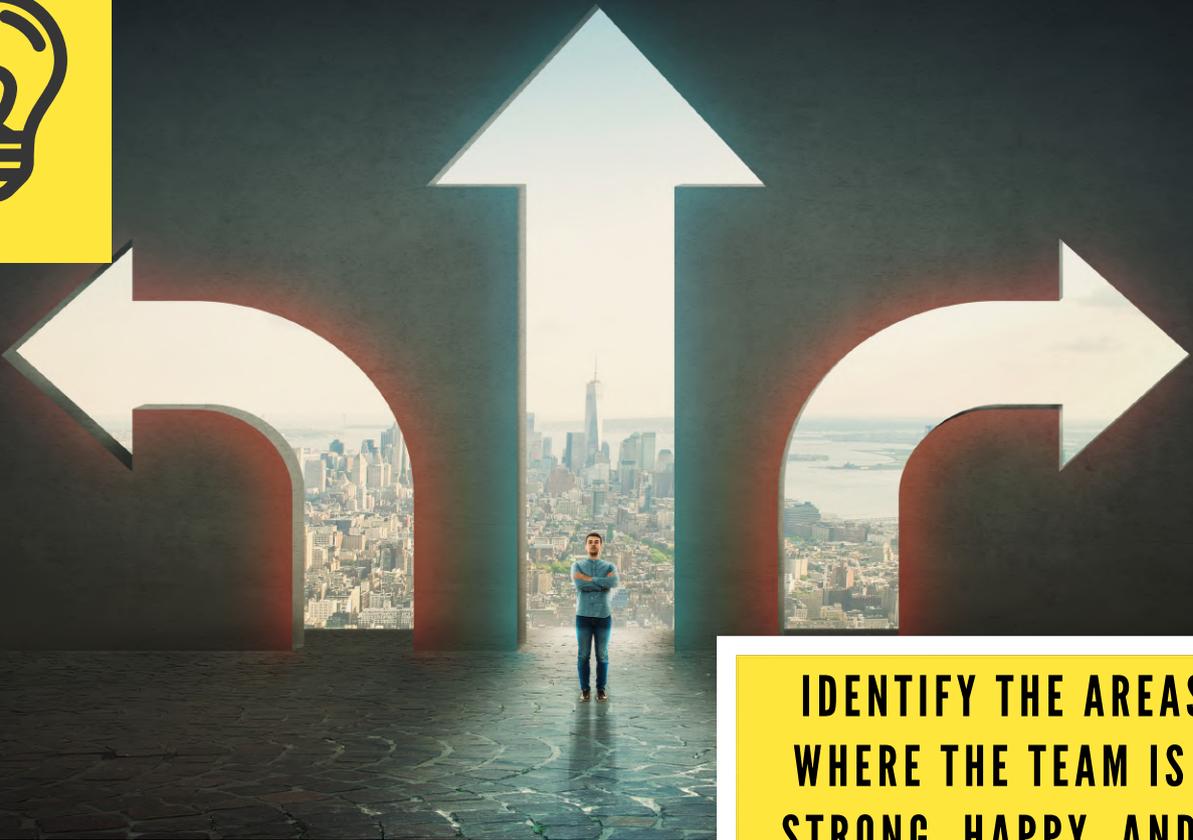


SUPER SWOT ANALYSIS OF MY TEAM

THREATS

- What threats do teams in your company normally face?
- What consequences could not managing your weaknesses eventually bring?
- What obstacles do other teams that try to achieve similar goals as you, normally face? (In any company)
- Who or what could pose an actual threat to the achievement of your team goals?





CHOOSE YOUR OPPORTUNITIES

Now select your main opportunities and list them on the first column on the worksheet in the following page. For each opportunity, identify the strengths that support it and the weaknesses & threats that could hinder it.

Rate those opportunities depending on their importance in your development as a team; consider, while doing so, how much they would impact your performance, and how much pride, fulfillment, joy, balance and well-being they would bring into your lives.

IDENTIFY THE AREAS WHERE THE TEAM IS STRONG, HAPPY, AND PRODUCTIVE TO MULTIPLY SUCCESS. DETERMINE WHERE YOU NEED TO MODIFY BEHAVIOR, SKILLS, AND ATTITUDES TO PREVENT ISSUES FROM GETTING WORSE.

This is important because I want your **Development Plan** to make the team more successful in every way, not only professionally.

Choose the two or three opportunities you feel most aligned with your values and goals, and which would bring you the most impact in your results. **Commit yourselves to focusing your efforts into making the most of those opportunities.**

OPPORTUNITIES ANALYSIS

OPPORTUNITIES	STRENGTHS (favorable factors)	WEAKNESSES / THREATS (opposing factors)



NEXT STEPS:



**OUR VISION OF THE
TYPE OF TEAM WE
WISH TO BE...**

Now that you all have a clear idea of where you stand, you can decide where you want to go. What type of team do you want and need to be to get the results you desire and are expected of you?

Designing a clear definition of what kind of team you wish to be, may sound like an easy task. But the truth is, it can be more complex than you think to make it as explicit, positive and compelling as you need.

There are many important principles, factors, structure & wording you need to consider in your definition for it to serve as an Inspiring Vision, a real guiding light for all your leadership decisions. Otherwise, it might just end up being a bunch of words you will never remember, let alone use.

If you want to **craft the perfect Inspiring Team Vision; one truly aligned with your own values and goals and that will ignite your team into becoming a greater version of themselves, send me the exercises you have completed so far, and learn how I can help your team optimize success.**

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Once you have the perfect Vision, which clearly tells you where you want to go and why, the next step in your **Team Development Plan** is to establish **SMART OBJECTIVES**, and define the **STRATEGIES** that will get you there in an effective way.

What actions do you need to take to reach each of those goals? What behaviors or attitudes do you all need to multiply, modify or eliminate? What long standing paradigms do you need to change that will yield better results?

This may also sound pretty straightforward; but you know many times ensuring your objectives are really SMART proves pretty complicated. So is coming up with the strategies to realize them; otherwise you would have probably done so already, right?

NEXT STEPS:



ESTABLISHING SMART(ER) OBJECTIVES & STRATEGIES

I can help you make sure that all of your objectives are not only **SMART**, but **SMART(ER)**, so you will not risk burning out while putting your strategies in action, or messing up that which is currently working well.

Send me the exercises you have completed so far, and learn how I can help your team optimize success.



Reaching this far in your Development Plan deserves serious congratulations, since it means you have come a long way to be the team you want to be.

Yes, you deserve praise, but bear in mind the exercise has really just begun. We are missing an equally important part, **TAKING ACTION** according to your plan, and getting the job done, **ON TIME**.

Honestly, this is where most people and teams get stuck. According to several studies, about **45%** of all people **make resolutions and set goals** every year. Of those, **only 8% see them through**, and **most of them abandon such goals after a few weeks**, sometimes even after just a few days. And since teams are made of individuals, the same holds true for them.

NEXT STEPS:



**TAKE ACTION &
CELEBRATE SUCCESS
ALONG THE WAY**

You know, you've been there: life gets in the way and urgent situations leave little room or energy to address even the most important issues. Other times, we set goals that are either too big or too small, or we don't celebrate or acknowledge success often enough to keep our teams motivated.



So bear in mind that if your team has trouble achieving their goals, it is not the only one, but there are many ways to get back on track, regardless the situation. With the right skills and tools, **every team** can aspire to be **great**.

**THE POWER OF
COACHING -
BE PART OF THE 8%**

The difference between reaching your goals or not depends on:

- Being clear about why you want to reach the proposed goals, and that these reasons are really powerful.
- Having a strong discipline, not thinking of it in terms of duty, but in terms of something you are doing for love and because you really want to.
- Having an accountability partner who will accompany in your journey to help you stay on track and prevent derailment.

Coaching has a positive impact on any team's transformation, since it allows it to challenge its perspective on most aspects of how the team works and the problems it faces. It increases the team's motivation to reach its goals and the degree of commitment and responsibility towards them. **Coach Liliana can support your team in achieving everything we've talked about so far and enable you to be an even better leader than you already are.**

A GREAT COACH

gives you tools

helps you to see possibilities

BUILDS CONFIDENCE SO YOU CAN TRASCEND LIMITS

MOTIVATES AND INSPIRES YOU TO REACH GOALS THAT SEEM IMPOSSIBLE

My **coaching increases** your team's **performance** in any arena, leverages a systematic and interactive process that facilitates learning and promotes the behavioral, emotional and cognitive changes needed to effectively reach goals and work through any obstacles encountered on the way. Through a wide

array of tools, the team builds trust and confidence, and eliminates limiting beliefs or toxic behaviors that block the success you know they should have.

My **coaching process is holistic**; although we focus on developing your team professionally, we deal with personal skills such as the ability to build better relationships, manage emotions, and other issues that will have an impact on every team member at a deep personal level.

As an empathic responsibility partner, I will not impose my ideas on you as a leader or on the team, nor let you abandon or sabotage your own efforts. My intuition allows me to read between the lines of the stories you tell yourselves and cast a fresh view on things, thus rendering me able to be your best ally on the road to greatness. I am passionate about human transformation, and have witnessed it with hundreds of leaders and teams. Your success is my success, and when you achieve your goals happily and harmoniously, I too attain my own.

WHAT MAKES ME VALUABLE TO YOU AS A COACH



**A Vision without Action
is a Dream.
But an Action without a
Vision is a Nightmare.**

Japanese Proverb

ready

to go from

Dream to Action?

Fill out and send me your DEVELOPMENT PLAN EXERCISES to win a FREE 1:1 TEAM OPTIMIZATION STRATEGY SESSION with me so we can discover together the best path towards the Team you want to achieve.

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