

Sample Team Building Contract

Purpose

The purpose of this Team Building Contract is to define and commit to the guidelines that will help strengthen the Quality Improvement Team.

Goals and Objectives

The goals of the team building are to develop communication and decision making skills by using a shared vision of values consistent with the team charter. The team building objectives are as follows:

- Develop a set of ground rules to guide future team sessions.
- Define team values that will serve as a guide to team member behavior.
- Identify behaviors that indicate a belief in team values.
- Increase open communication by developing listening and feedback skills.
- Identify appropriate decision making methods for the team.

Team Building Activities

Team building is a continuous process requiring constant attention by team members. The formal activities will be conducted every two weeks. They will involve all team members and may include:

- Individual interviews with each team member.
- Written self-assessments of the team.
- Skill building training sessions.
- Facilitated team discussions of key issues.
- Assessment of the team building process.

Facilitator Role

The role of the facilitator is to act as a neutral third party in helping the team achieve its goals in a way that, over time, reduces the role of the facilitator. The facilitator will conduct individual group interviews, lead training sessions, and facilitate discussions on difficult issues. The facilitator will not be involved in team decision making other than teaching decision making tools and assisting in ensuring effective team processes. The facilitator will also assess her own effectiveness by requesting feedback from team members, and will work to continuously improve her facilitation skills with the team.

Expectations of Team Members

The team will help establish and maintain ground rules, lead and participate in team meetings, attend and participate in all team building events, and provide feedback to the facilitator and/or team leader about any improvements needed in the team building process.

