

## Organizing and Building a Team: Team Developmental Checklist

This checklist summarizes many of the common steps or tasks which need to be addressed in developing a well-functioning multidisciplinary team. Key organizational and teambuilding issues are included, followed by questions that will need to be addressed by the team.

### Identify Team Members:

- Who should be involved from each of the key disciplines: law enforcement, child protective services, prosecution, medical, mental health, victim services?
- Will the same team handle all cases (core team) or will team vary depending upon who is assigned to a particular case (case team)? Will a combination of both approaches be used?
- How will you ensure that team members have the necessary commitment and competence to function effectively on the team?

### Select A Convener/Facilitator/Team Leader:

- Will team leadership remain the same or rotate among members?
- What are the team's expectations of a team leader?
- What responsibilities will the team leader carry?
- Who can provide the leadership and influence needed to ensure that all of the key disciplines are engaged as a team?
- What training will be provided to the team leader in terms of team dynamics, leadership and conflict resolution?

### Provide team members with information:

- How will introductions and orientation occur for new team members?
- What information do they all need in order to function well together? Such as:
  - purpose statement
  - goals and work plan
  - team structure and functions
  - team members' roster
  - roles/responsibilities of members
  - confidentiality statement(s)
  - meeting format
  - handbook

### Schedule Team Meetings And Notify Members:

- Will meetings occur at the same time and place or vary?
- What will be the process for scheduling meetings and notifying members?

### Develop Or Review Vision And Mission:

- What is your image or vision for how you want to work together as a team?
- What is your team mission in working to actualize this vision? Does it address:

Who you are? What you do? For whom? To what end or purpose?

Identify Team Functions, Resources, And Constraints:

- Have you clarified the function of your team?
- What resources are available to support your team efforts?
- What constraints exist? What is their source? How can you deal with these constraints as a team?

Determine Team Policies, Guidelines And Norms:

- How will you work together as a team?
- What written policies are needed to support your work together?
- Have you come to consensus on basic norms for your group interaction to foster a climate of trust and good communication?
- Do you have agreement on how to elicit member discussion regarding concerns, issues, and different points of view?
- How will you ensure that cross-cultural and diversity issues are addressed?
- Have you addressed the common unspoken concern of “what's in it for me?”
- How will you address the need for team care and nurturing?

Conduct Team Training Needs Assessments:

- What types of training are needed in order for you team to function optimally?
- Can this training be provided through local or in-house resources?
- What types of training are needed from other resources at the state, regional or national levels?
- Are opportunities available for team members to receive training in diversity issues, including: ethnicity, gender, disabilities, sexual orientation, religion and culture?

Evaluate Team Function:

- What mechanism will you use to periodically reflect on and evaluate team function?