

Action Plan For Building A Positive Team Culture

1. COMMUNICATE CLEARLY:

Consider the communication norms you'd like to set for your team.

- What's your preferred communication channel?
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- What times do you tend to be available or unavailable?
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- What's a realistic time frame for team members to expect a response from you?
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- Outline a few ways to seek input from your team members on communication norms. This might include speaking with each person in your 1:1s and asking people to share their thoughts during your next team meeting, or having team members fill out a form for you that outlines their preferences.
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2. GET COMFORTABLE WITH FEEDBACK

- Which resources can you share with your team to help them feel more comfortable giving and receiving feedback?
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- Are there related books, courses, or articles you can suggest?
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- Share a list of regular recurring occasions when you'll solicit feedback from your team. This might be during your 1:1s, during team meetings, or as part of a retrospective after projects.
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3. ENCOURAGE COLLABORATION

- Brainstorm a few different ways that you could encourage collaboration on your team. This might include asking everyone to create a "Working with me" document, agreeing on service level agreements (SLAs) as a team, or writing a team charter. You can also ask your team if they have any suggestions.
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- What are the most important points you would like to communicate with your team about collaborating with you?
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- Be open to adapting your collaboration preferences to those of your employees, and establish a regular cadence of communication on how this is going. Put your ideas below...
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4. STAY CONNECTED

- Brainstorm a few ways you can build a sense of personal connection with your team, whether it's through casual team get-togethers (that work for both in-person and remote team members) or by making time to chat before getting down to business in your team meetings or 1:1s.
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- How can you get the rest of your team involved in fostering connection? For example, you might ask if anyone would like to plan an event or has any recommended icebreakers to use in a team meeting.
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5. PUBLISH A TEAM VISION

- What are some of the core values or concepts that you believe define your team? Make a list of a few.
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- Make a plan for creating a team vision. Put a date on the calendar to discuss your initial vision with your team and invite them to add their thoughts.
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