

# Ten commandments for teams

with

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Director, Think Learn Succeed



“think  
learn?  
succeed”

- 1. Thou shalt not miss team meetings**  
You can't work as a team if you don't share ideas. If your meetings are boring, change the agenda. Make sure everyone wants to be there.
- 2. Thou shalt not ignore good ideas**  
Make a team ideas book. Write down ideas whenever you think of them. Then discuss all ideas at your team meeting.
- 3. Thou shalt not say “we can't...”**  
Focus on “how we can” when solving problems or going through change.
- 4. Thou shalt not withhold information**  
Set up systems for sharing data and ideas. Reward team members who communicate well.
- 5. Thou shalt not lose organisational knowledge**  
Document all work procedures. Review them every six months. That way you won't be paralysed when people leave or go on holiday.
- 6. Thou shalt not ignore individual success**  
Share individual success stories regularly. Give each other feedback and praise.
- 7. Thou shalt not gossip**  
Gossip destroys team trust. Apply a no gossip rule and make sure you stick to it.
- 8. Thou shalt not solve problems alone**  
Two heads are better than one. Learn to use team problem solving tools, so that everyone can contribute their ideas.
- 9. Thou shalt not resist change**  
Change is the lifeblood of a great team. Promote and support it.
- 10. Thou shalt not facilitate thy own team building session**  
A good team building session is lively and well structured. It's not a series of lectures on 'what we did last year.' Book a professional facilitator if you want great results from a team building event.

**Book Eleanor to run a course for your team  
Call 0433 126 841 for quotes and bookings**