



Labor Management Project

Team Work

Facilitators:

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Workshop Objectives

Participants will understand the following theories and explore how to apply to their own work:

- Key elements of effective teams
- SMART goals
- Team dynamics



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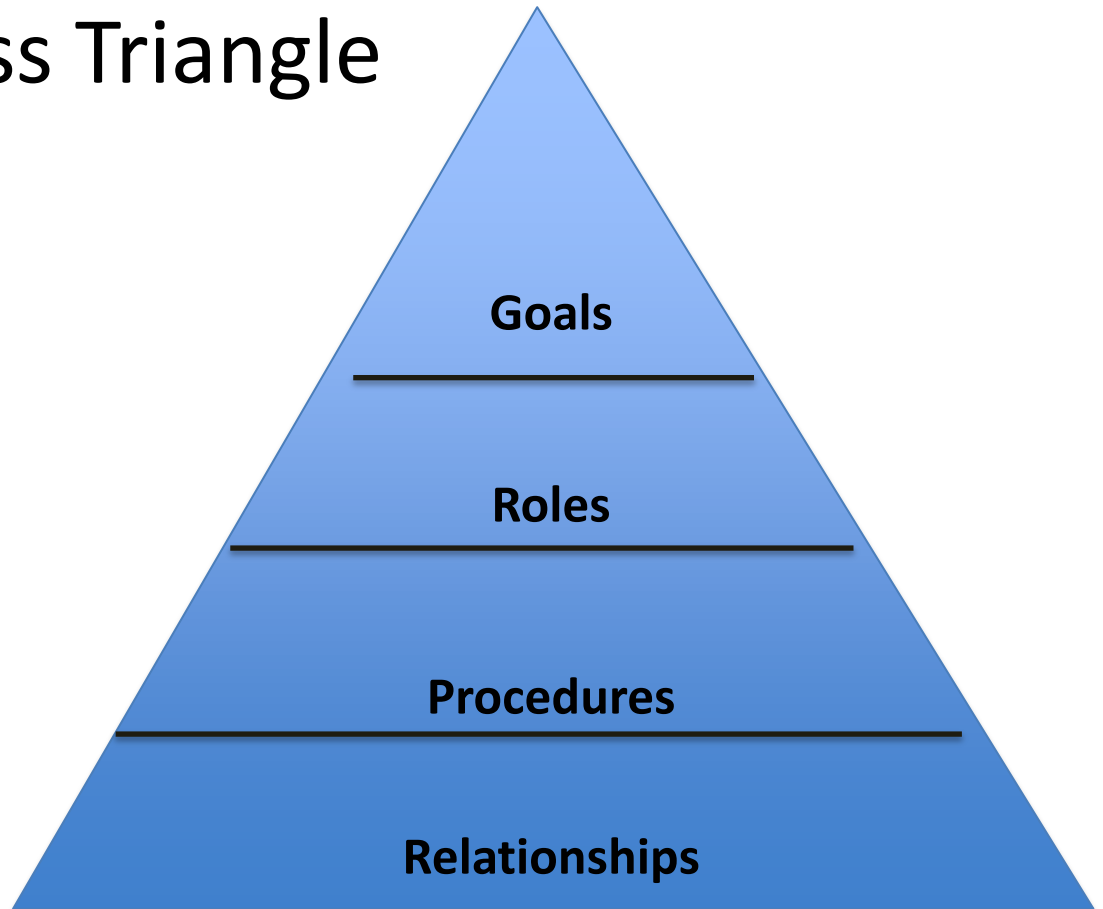
Sharing Your Experiences in Effective Teams

- In groups of 3 answer the following question and prepare to share the groups' top 3 characteristics:
 - Think about the most effective team you have ever worked on, what were the characteristics that made the team effective?



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Team Effectiveness Triangle



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Goals

- Must be understood and accepted by all team members



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Roles

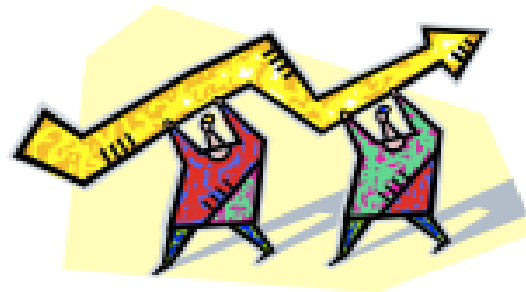
- Clarity is knowing exactly what each member of the team including team leader, expects, needs or wants each other member to do



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Procedures

- Used by the team for getting work done together (decision making, problem solving, time management, conflict resolution processes)



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Relationships

- The extent to which people trust, support, respect and feel comfortable with one another. This will influence the way they work together.





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Setting S.M.A.R.T Goals

The acronym SMART has a number of slightly different variations. Basically it stands for:

- **S** – specific
- **M** – measurable
- **A** - attainable
- **R** - realistic,
- **T** - time-bound

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Specific



A specific goal has a much greater chance of being accomplished than a general goal. To set a specific goal you must answer the six "W" questions:

- *Who: Who is involved?
- *What: What do I want to accomplish?
- *Where: Identify a location.
- *When: Establish a time frame.
- *Which: Identify requirements and constraints.
- *Why: Specific reasons, purpose or benefits of accomplishing the goal.

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Measurable



- Establish concrete criteria for measuring progress toward the attainment of each goal that is set. When you measure the progress, stay on track, reach target dates, and experience the exhilaration of achievement , that motivates you and others to continue putting effort to reaching the team goal.
- To determine if your goal is measurable, ask questions such as.....How much? How many? How will I know when it is accomplished?



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Attainable

- Existence of strong leadership and low levels of resistance (from workers, residents, family etc.)
- You can attain most any goal you set when you plan your steps wisely and establish a time frame that allows you to carry out those steps. Goals that may have seemed far away and out of reach eventually move closer and become attainable, not because your goals shrink, but because you grow and expand to match them.





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Realistic

Your goal is probably realistic if you truly *believe* that it can be accomplished. Additional ways to know if your goal is realistic is to determine if your home has accomplished anything similar in the past or ask yourself what conditions would have to exist to accomplish this goal.



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Time Bound

- A goal should be grounded within a time frame. With no time frame tied to it there's no sense of urgency.
- Able to accomplish within specific time (1 yr, 2 yrs depending goal)



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Group Dynamics



The logo features a yellow crescent moon on the left, with a bright yellow starburst or sunburst in the center. The text "Labor Management Project" is written in a bold, yellow, sans-serif font to the right of the starburst.

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Team Dynamics & Balancing Power

- In groups of 3 discuss the following :
 1. What are the power dynamics that may be part of interdisciplinary nursing home teams?
 2. How can we ensure that all voices are heard on our teams?
 3. How do the residents benefit by effective interdisciplinary teams?

Report out your top 3 responses for each question



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Interdisciplinary Team Work

YES WE CAN!!

