

The Power of Team

“Together Everyone Achieves More”

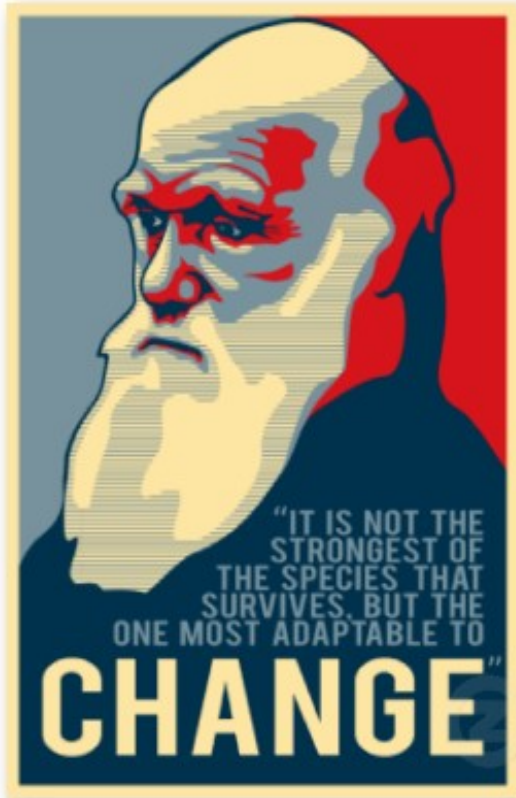
The 17 Essential Qualities of a Team Player

- **Adaptable**
- **Collaborative**
- **Committed**
- **Communicative**
- **Competent**
- **Dependable**
- **Disciplined**
- **Enlarging**
- **Enthusiastic**
- **Intentional**
- **Mission Conscious**
- **Prepared**
- **Relational**
- **Self-Improving**
- **Selfless**
- **Solution Orientated**
- **Tenacious**

Adaptable

- If you won't change for the team, the team may change you.
 - “Blessed are the flexible, for they shall not be bent out of shape.”
 - Michael McGriff
- Adaptability is: “Not why it can't be done but how it can be done!”

Adaptable



- Moss Kanter observed, “The individuals who will succeed and flourish will also be masters at change: adept at re-orientating their own and others’ activities in untried directions to bring about higher levels of achievement.”

Adaptable

- **Teachable:** Adaptable people always place a high priority on breaking new ground. They are highly teachable.
- If a person works hard and becomes highly skilled in one area, he can transfer that ability to new endeavors.
- Un-teachable people have a difficult time with change, and as a result they never adapt well.

Adaptable

- **Emotionally Secure:** People who are not emotionally secure see almost everything as a challenge or threat.
- Secure people aren't made nervous by change itself.
- Secure people evaluate a new situation or a change in their responsibilities based on its merit.

Adaptable

- **Creative:** Creativity is another quality you find in adaptable people. When difficult times come, they find a way.
- Creativity fosters adaptability.
- **Service Minded:** Horace Mann stated it best, “Doing nothing for others is the undoing of one’s self.”
- If your goal is to the serve the team, adapting to accomplish that goal isn’t difficult.

Bringing it Home

- 1. Get into the habit of learning. Share ideas with colleagues.
- 2 Re-evaluate your role. Examine your current role as a team member.
- 3. Think outside the lines. How do you remain out of negative ruts?
- If you are willing to change and adapt for the sake of your team, you always have a chance to win

Collaborative

- Working together precedes winning together.
 - “Collaboration is multiplication”
- John Maxwell

Collaborative



- Great challenges require great teamwork, and the quality most needed among teammates amid the pressure of a difficult challenge is collaboration.
- Cooperation is working together agreeably. Collaboration is working together aggressively.

Collaborative

- **Perception:** See teammates as collaborators not competitors.
- Collaborative team members complete tasks with one another which is more important than competing with one another.
- **Attitude:** If you trust people, you will treat them better. If you treat them better, you and they will be more likely to create collaborative relationships.

Collaborative

- **Focus:** Ask yourself these two questions: What is in it for me? And What does this do for the team? Which one should we focus on.
- “True progress in any field is a relay race and not a single event.” –Cavett Roberts
- **Results:** Create victories through multiplication
- Do you help to multiply the efforts of others?
Does the team become less effective when you are involved?

Bringing it Home

- 1. Think win-win-win: When people collaborate with others, you win, they win and the team wins.
- 2. Complement others: Get together with someone who has strengths in your area of weakness and vice versa.
- 3. Take yourself out of the picture: Ask questions that focus on the betterment of the team

Committed

- There are no half hearted champions!
- “Ordinary people with commitment can make an extraordinary impact on their world.”
 - John Maxwell

Committed

- Human emotions go up and down all the time, but commitment has to be rock solid.
- “The harder you work, the harder it is to surrender.” –Vince Lombardi
- Commitment is a character quality that enables us to reach our goals.

Committed

- **Commitment usually is discovered in the midst of adversity:** Adversity fosters commitment, and commitment fosters hard work. The more you work at something, the less likely you are to give up on it.
- **Commitment does not depend on gifts or abilities:** Commitment and talent are unconnected – unless you connect them. If we will commit ourselves to using what talent we have, then we will find we have more talent.

Committed

- **Commitment comes as a result of choice not conditions:** Commitment is a matter of choice. Choices determine conditions. When you choose commitment, you give yourself a chance for success.
- **Commitment lasts when it's based on values:** Anytime you make choices based on solid life values, then you are in a better position to sustain your level of commitment.

Bringing it Home

- 1. Tie your commitments to your values:
Commit yourself to your values!
- 2. Take a risk: Being committed involves risk.
You may fail.
- 3. Evaluate your teammates' commitment:
You cannot make a commitment to uncommitted people and expect to receive a commitment from them.

Communicative

- A team is many voices with a single heart
- “Think like a wise man but communicate in the language of the people.”
 - William Butler Yeats

Communicative



- You cannot have teamwork unless you have communicative players. Without communication, you don't have a team; you have a collection of individuals.

Communicative

- **Don't isolate themselves from others:** The more teammates know about each other and about the team's goals and methods, the more they'll understand. The more they understand the more they'll care.
- **Follow the 24 hour rule:** Without communication, situations fester. The sooner you communicate, usually the better off you and your teammates will be.

Communicative

- **Give Attention to potentially difficult relationships:** Relationships need attention to thrive. This is especially true of relationships between people who have a potential for conflict.
- **Follow up important communication in writing:** The more difficult communication becomes, the more important it is to work to keep it clear. Write down previous communications.

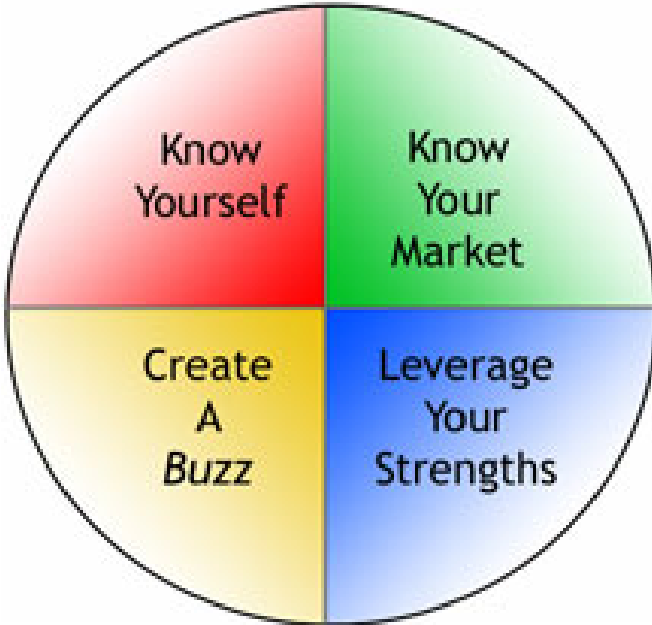
Bringing it Home

- Be candid: Open communication fosters trust.
- Be quick: Follow the 24 hour rule.
- Be inclusive: Open communication increases trust, trust increases ownership, and ownership increases participation.
 - “Union is strength” – Aesop
 - There can be no union without good communication

Competent

- If you can't, your team won't!
- “People forget how fast you did a job - but they remember how well you did it.”
 - Howard W. Newton

Competent



- Building the team is as important as producing the product.
- “Inspiration is easy. Implementation is the hard part.” –Bob Taylor

Competent

- **They are committed to excellence:** “Success bases our worth on a comparison with others. Excellence gauges our value by measuring our potential. Success grants its rewards to the few but is the dream of the multitudes. Excellence is available to all living beings but is accepted by the ... few.” –Dale Carnegie

Competent

- **They never settle for average:** Competent people never settle for average. They focus their energy and efforts on what they do well, giving all that they've got.
- **They pay attention to detail:** “Don't be afraid to give your best to what are seemingly small jobs. Every time you conquer one it makes you that much stronger.” –Dale Carnegie

Bringing it Home

- Focus yourself professionally: What is the one thing that brings together your skills, interests, and opportunities? Whatever it is, seize it.
- Sweat the small stuff: Develop an ability to get all the details right.
- Give more attention to implementation: How can you improve the gap between coming up with ideas and putting them into practice?

Dependable

- Teams Go to Go-to Players
- Dependability is more than ability alone.
 - John C. Maxwell

Dependable

- A poem from Edward Hale:
- I am only one,
- But still I am one.
- I cannot do everything
- But still I can do something;
- And because I cannot do everything
- I will not refuse to do something that I can do

Dependable

- **Pure Motives:** When it comes to teamwork, motives matter. Keep your eye on the prize.
- **Responsibility:** The one quality that all successful people have is the ability to take on responsibility.

Dependable

- **Sound Thinking:** Dependability means more than just wanting to take responsibility. That desire must be coupled with good judgment to be of real value to the team.
- **Consistent Contribution:** Dependable people are consistent.
 - “It is not enough that we do our best; sometimes we have to do what’s required.”
–Winston Churchill

Bringing it Home

- Check your motives: Set goals and direction and check them regularly.
- Discover what your word is worth: When I say that I intend to do something how reliable am I?
- Find someone to hold you accountable: Find someone you respect to help you keep your commitments.

Disciplined

- Where there's a will, there's a win
- “Discipline is the refining fire by which talent becomes ability.” –Roy L. Smith

Disciplined

- **Disciplined Thinking:** You can't get far in life if you don't use your head. You need to use the mind that God has given you.
- **Disciplined Emotions:** People have two choices when it comes to emotions: they can master their emotions or be mastered by them.

Disciplined

- **Disciplined Actions:** Action separates the winners from the losers.
 - Parties who want milk should not seat themselves on a stool in the middle of the field and hope that the cow will back up to them. -Albert Hubert

Bringing it Home

- Strengthen your work habits: Discipline means doing the right things at the right time for the right reason.
- Take on a challenge: Find ways to pick a task or a project that will put you over your head.
- Tame your tongue: Don't say things your going to regret.

Enlarging

- Adding value to teammates is invaluable.
 - “The purpose of life is not to win. The purpose of life is to grow and share. When you look back on all that you have done in life, you will get more satisfaction from the pleasure you have brought to other people’s lives than you will from the times you outdid and defeated them.” – Rabbi Harold Kushner

Enlarging

- “No man is more cheated than a selfish man.”
–Henry Ward Beecher
- When a team member unselfishly enlarges others, he also enlarges himself.
- Do you capitalize on things by adding value to them?
- There is nothing as valuable – or rewarding – as adding value to the lives of others.

Enlarging

- **Enlargers value what their teammates value:** Players who enlarge others do more than value their fellow team members; they understand what their teammates value.
- **Enlargers add value to their teammates:** Find ways to help others improve their abilities and attitudes.
- **Enlargers make themselves more valuable:** If you want to increase the ability of a teammate, make yourself better.

Bringing it Home

- Believe in others before they believe in you: What is special, unique, and wonderful about your teammates?
- Serve others before they serve you: Help your teammates reach their potential.
- Add value to others before they add value to you: encourage and motivate people out of their comfort zone.

Enthusiastic

- Your heart is the source of energy for the team
 - “Nothing great was ever achieved without enthusiasm.” – Ralph Waldo Emerson
 - “People can succeed at almost anything for which they have enthusiasm.”
–Charles Schwab



ENTHUSIASM

Enjoy life with enthusiasm.

Enthusiastic

- **Take responsibility for your own enthusiasm:** People who wait for external forces to help them spark their enthusiasm are at other people's mercy all the time.
- **Act their way into feeling:** If you want to be enthusiastic, you need to start acting that way.

Enthusiastic

- **Believe in what you do:** Believing in what you do and focusing on those positive beliefs will help you to act and to speak positively about what you are doing.
- **Spend time with other enthusiastic people:**
“Enthusiasm is contagious. It’s difficult to remain neutral or indifferent in the presence of a positive thinker.” –Denis Waitley

Bringing it Home

- Show a sense of urgency: Set deadlines and that allow you to be more focused.
- Be willing to do more: Go the extra mile!
- Strive for excellence: Nothing breeds enthusiasm like a job well done.
 - “The best preparation for good work tomorrow is to do good work today.”
–Elbert Hubbard

Intentional

- Make every action count
- “You’ve got to think about “the big” things while you’re doing the small things, so that all the small things go in the right direction.”
–Alvin Toffler

Intentional

- What does it mean to be intentional?
- It means working with purpose – making every action count.
- It's about focusing on doing the right things, moment to moment and day to day.
- Intentional people remain focused and productive.

Intentional

- **Have a purpose worth living for:** Being intentional begins with a sense of purpose.
- **Know your strengths and weaknesses:** If you know what you do well, then you can direct your time and energy in an intentional way.
- **Prioritize your responsibilities:** “One is not born into the world to do everything, but to do something.” – Henry David Thoreau

Intentional

- **Commit yourself to long-term achievement:**
Most victories in life are achieved through small, incremental wins sustained over time.
- Being willing to dedicate yourself long term to the process of achievement, instead of to its immediate rewards, will enable you to be more intentional.

Bringing it Home

- Explore your strengths and weaknesses: Survey family members, friends and colleagues for additional insight.
- Specialize in your specialty: Understand what your strengths are and focus on them.
- Plan your calendar with purpose: The longer time period you can plan with intentionality, the more you can get done.
- Story pgs. 87 and 88

Mission Conscious

- The big picture is coming in loud and clear
 - “He who has a “why” to live for can bear almost any “how.” – Friedrich Nietzsche
 - “The secret of success is constancy to purpose.” – Benjamin Disraeli

Mission Conscious

- **They know where the team is going:** “When you discover your mission, you will feel its demand. It will fill you with enthusiasm and a burning desire to get to work on it.”
– Arthur W. Clement Stone

Mission Conscious

- **They let the leader of the team lead:**
“Leadership is the capacity to translate vision into reality.” –Warren G. Bennis
- For a team to win, the leader must be allowed to lead.
- **They place team accomplishment ahead of their own:** Good team players put team accomplishments ahead of what they can accomplish personally because that’s what it takes to achieve the team’s mission.

Bringing it Home

- Check to see if your team focuses on its mission: A team isn't really a team if it isn't going anywhere.
- Find ways to keep the mission in mind: Write down the mission and place it somewhere you can see it.
- Contribute your best as a team member: Find your role and do the very best at it.

Prepared

- Preparation can mean the difference between winning and losing.
 - “Spectacular achievements come from unspectacular preparation.” –Roger Staubach
 - “It is better to prepare than to repair.”
-John Maxwell

Prepared

- **Assessment:** Preparation begins with knowing what you're preparing for. Know the price you will have to pay to get there.
- **Alignment:** Although you know where you want to go, you'll never get to your desired destination if you're not lined up right. Good alignment makes success possible.

Prepared

- **Attitude:** To succeed in any endeavor, you must do your homework to take care of the mental aspects of your game.
- **Action:** Being prepared means being ready to take that first step when the time comes.

Bringing it Home

- Become a process thinker: “Before everything else, getting ready is the secret of success.”
—Henry Ford
- Do more research: Make yourself an expert
- Learn from your mistakes: Write them down, study them, and determine what you can do differently the next time you face a similar situation.

Relational

- If you get along, others will go along
- “Relationships help us define who we are and what we can become. Most of us can trace our successes to pivotal relationships.”
 - Donald O. Clifton and Paula Nelson

Relational



- Relationships are the glue that holds team members together – the more solid the relationships, the more cohesive the team.

Relational

- **Respect:** When it comes to relationships, everything begins with respect, with the desire to place value on other people.
- The thing about respect is that you should show it to others, even before they have done anything to warrant it.
- You also should always expect to have to earn respect from others.

Relational

- **Shared Experiences:** In order to be relational, it requires that you must have shared experiences over time.
- **Trust:** When you respect people and you spend enough time with them to develop shared experiences, you are in a position to develop trust.
- Trust is the foundation of leadership. Without trust, you cannot sustain any kind of relationship.

Relational

- **Reciprocity:** For a team to build and improve relationally, there has to be give-and-take so that everyone benefits as well as gives.
- **Mutual Enjoyment:** When relationships grow and start to get solid, the people involved begin to enjoy each other. Just being together can turn even unpleasant tasks into positive experiences.

Bringing it Home

- Focus on others instead of yourself: Think about how you can impact your teammates.
- Ask the right questions: Get to know your teammates by asking the right questions and listening carefully to their answers.
- Share common experiences: You will never develop common ground with your teammates unless you share common experiences.

Bringing it Home

- Make others feel special: Make everyone on the team feel special and important.
- Give them your full attention, give genuine compliments and recognize others in-front of their peers.
- People will connect with you when you show them you care about them.

Self-Improving

- To improve the team, improve yourself
 - Perfection is what you're striving for, but perfection is an impossibility. However, striving for perfection is not an impossibility. Do the best you can under the conditions that exist. That is what counts.
 - John Wooden

Self-Improving

- **Preparation:** “It’s not what you are going to do, but it’s what you are doing now that counts.” –Napoleon Hill
- What are my potential learning moments today?
- What have I learned today that I need to learn more about tomorrow?

Self-Improving

- **Contemplation:** Time alone is essential to self-improvement. It allows you time to gain perspective on your successes and failures.
- **Application:** People change for 3 reasons:
 - They hurt enough they have to
 - They learn enough they want to
 - They receive enough they are able to

Bringing it Home

- Become highly teachable: Adopt the attitude of a learner, not an expert.
- Plan your progress: Determine how you will learn on two levels: (1) Pick an area to improve on. (2) Find learning moments everyday
- Value self improvement above self-promotion: Make improvements to improve you personally.

Selfless

- There is no I in team
- “When you stop giving and offering something to the rest of the world, it’s time to turn out the lights.”
 - George Burns

Selfless

- **Be Generous:** If team members are willing to give of themselves generously to the team, then it is being set up to succeed.
- **Avoid Internal Politics:** Good team players worry about the benefit of their teammates more than themselves.

Selfless

- **Display loyalty:** If you show loyalty to the people on your team, they will return loyalty in kind.
- Loyalty fosters unity, and unity breeds team success.
- **Value interdependence over independence:** “No man can live happily who regards himself alone, who turns everything to his own advantage. You must live for others if you wish to live for yourself.” -Seneca

Bringing it Home

- Promote someone other than yourself: Find positive things to say about people's actions and qualities.
- Take a subordinate role: practice the discipline of serving and letting others go first.
 - Give secretly: "You have not lived today successfully unless you've done something for someone who can never repay you."
—John Bunyan

Solution Orientated

- Make a resolution to find the solution
- “Always listen to experts. They’ll tell you what can’t be done and why. Then do it.”
 - Robert Heinlein

Solution Orientated

- **Problems are a matter of perspective:** Obstacles, setbacks, and failures are simply parts of life. The best thing you can do is meet them with a solution orientated mindset.
- **All problems are solvable:** If you want to be solution oriented, then you must be willing to cultivate that attitude in yourself too.

Solution Orientated

- **Problems either stop us or stretch us:**
Depending on how you approach problems, they'll stop you from succeeding or stretch you so that you not only overcome them, but also become a better person in the process.

Bringing it Home

- Refuse to give up: Face every situation saying, What a great opportunity!
- Refocus your thinking: No problem can withstand the assault of sustained thinking.
- Rethink your strategy: The significant problems we face cannot be solved at the same level of thinking we were at when we created them.

Tenacious

- Never, Never, Never Quit
- To see far is one thing; going there is another.
 - Constantin Brancusi

Tenacious

- **Giving all that you have, not more than you have:** If you give your all, you afford yourself every opportunity possible for success.
- **Working with Determination, Not waiting on Destiny:** Tenacious people don't rely on luck, fate, or destiny for their success.
- **Quitting when the job is done, not when you're tired:** "Success is a little like wrestling a gorilla. You don't quit when you're tired – you quit when the gorilla is tired." –Robert Strauss

Bringing it Home

- Work harder and/or smarter: Put in extra time planning and preparing.
- Stand for something: To succeed you must act with absolute integrity.
- Make your work a game: Find others in your organization who have similar goals and create a friendly competition with them to motivate you and them.

Bibliography

- All the materials in this Powerpoint presentation come from the following book:
- The 17 Essential Qualities of a Team Player. Written by John Maxwell. The book was published in Nashville, TN by Thomas Nelson. The copyright is 2002.

Welcome Back

- We as administrators are very fortunate to have such a great staff.
- We are truly energized for the upcoming year.
- Lets all work together and really focus on the team concept.
- Please remember the following statement:
- Together Everyone Achieves More!!