About your instructor

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- President Noble Square Cooperative
- President Midwest Association of Housing Cooperatives
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The Leader of the Team

- A Leader must be a teacher and a friend. The Leader has an uncanny ability to make the complex simple and the routine exciting. A real Leader can turn individuals into a Team. In order to do that a Leader must seek out the skills of those who want to be motivated.
The Leader of the Team

- A Leader will lead their teams to places they never thought possible. A Leader gets results, they turn groups into winning teams. Leaders bring people together with the spirit and vision that all great teams share.

- Build you committees through goals and passion for success
What goes into a team?

Much like a Cell. A team is comprised of many components surrounding the nucleus which contains the vision, purpose or goals, of the team itself.
What goes into a Team?

- Motivation
- Skills
- Abilities
- Sharing
- Communication
- Dedication
- Attitude
- Common Sense
How do those components come together?

- With clear common purpose and vision
- With common goals
- Honest Self Assessment at all levels
- Good People Skills
Developing Clear Common Purpose and Vision.

- A ship without a course will float aimlessly.
- An airplane files a flight plan so everyone knows where it's going.
- A general develops a battle plan before going to war to protect his troops.

  - A Solid team agrees on their common purpose and vision if they want to succeed.
Developing Common Goals

- How will you know you are effective if you don’t set goals?
- Are your goals the same as the others on the team? If not, start over….you are doomed to fail if you are all reaching for different stars.
Honest Self Assessment

- What kind of person are you? REALLY!
- Don’t kid yourself. Which one of these are you?
  - Strong
  - Lazy
  - Honest
  - Clueless
  - Dedicated
  - Arrogant
  - Wannabe
Honest Self Assessment

- Now that you have “assessed” yourself, how do you think your team mates would assess you?
- How others see you in a team setting is vital.
Good People Skills

- Do you always have to have your way?
- Can you honestly listen to other opinions and acquiesce for the good of the team?
- Do you feel that saying “nothing” is always a good thing?
**Good People Skills**

- There is no magic wand!
- You have to Care
- You have to Share
- You have to have a democratic mindset where you allow everyone a voice.
- If you don’t like people, or don’t like sharing. Don’t join a team, you’ll only do harm.
Finding the folks

- Good Team Members don’t just appear, most often, they are recruited!
- Or they volunteer…..sometimes for the wrong reasons.
- But how can you tell?
Every individual who joins a team comes with an agenda.

- Sometimes the agenda is personal
- Sometimes it is altruistic
- Watch for volunteers baring personal “wish lists”!
Finding the folks

- Develop specific questions for potential team members that suit the overall mission for the team you are putting together:
  - Why are you here?
  - What do you expect to get from the team?
  - How much of your personal time are you able or willing to give up?
  - Are evening or weekend meetings a problem for you?
  - What other teams or committees have you been on in the past?
Finding the folks

- Make sure they understand what is expected before you ask for a commitment from them.
- Someone applying for a plumbing position should be aware that they are expected to even fix a toilet.
- Likewise, on the team level. People need to know what they are getting into to make an informed decision and avoid regret or resentment later.
Finding the folks

Team member obligations

• PREPARE
  – For each meeting by reading all relevant materials beforehand

• ATTEND
  – All regular and special meetings

• PARTICIPATE
  – In proceedings
Finding the Folks

- **KNOW**
  - All current and proposed programs
- **CONTRIBUTE**
  - Time and energy
- **SOLICIT**
  - Support from others
- **SHARE**
  - Resources and talents
- **SPEAK**
  - As an advocate for your team
- **ASSENT**
  - To being easily available
- **VOLUNTEER**
  - Several hours per week
Finding the Folks

• FULFILL
  – Your commitments within agreed deadlines

• ACT
  – With loyalty

• HOLD
  – All information in CONFIDENCE

• TAKE
  – The imitative

• PROVIDE
  – Leadership at which you are skilled
Turning Many into One

- Once you have gathered the members you need to form the team.
- Make sure that all team members understand that when they are together as a team they act as one entity.
- If that message doesn’t get through, you only have a group of Folks, you don’t have a team.
Turning Many into One

To make a group of Folks a team you need:

- PLAN
  - What is the purpose of the team?
  - What is the mission statement?
  - Does everyone “buy” into it?
  - Does everyone understand their role?
Turning Many into One

**ORGANIZATION**
- Leaders must be appointed and committees inevitably must be formed for the sake of accountability.
- Records must be kept to analyze effectiveness.

**MOTIVATION**
- You need to know your team members in order to recognize what motivates them.
- Thank you NEVER hurts!