

## TEAM DEVELOPMENT CHECKLIST FOR LEADERS BASED ON THE TUCKMAN THEORY

	DEVELOPMENT STAGE AND ACTIONS	NOTES
<input type="checkbox"/>	<b>FORMING STAGE</b>	
	<input type="checkbox"/> Establish goals and expectations for the team.	
	<input type="checkbox"/> Establish goals and expectations for individual team members.	
<input type="checkbox"/>	<b>STORMING STAGE</b>	
	<input type="checkbox"/> Develop standard operating procedures/processes.	
	<input type="checkbox"/> Explain the Tuckman Theory, “ <i>Forming, Storming, Norming, and Performing.</i> ”	
	<input type="checkbox"/> Provide positive support by reinforcing established team processes.	
	<input type="checkbox"/> Teach team members to use assertiveness and conflict resolution skills.	
	<input type="checkbox"/> Perform individual evaluations with tools such as the Myers-Briggs Type Indicator. <i>Myers-Briggs is a <a href="#">psychometric</a> questionnaire designed to measure <a href="#">psychological</a> preferences in how people perceive the world and make decisions.</i> <a href="#">Visit our website for more information.</a>	
	<input type="checkbox"/> Reestablish team goals by breaking goals into smaller more manageable tasks.	
<input type="checkbox"/>	<b>NORMING STAGE</b>	
	<input type="checkbox"/> Prepare team reviews to evaluate the progress team members have made collectively.	
	<input type="checkbox"/> Prepare team reviews to evaluate the progress team members have made individually.	
	<input type="checkbox"/> Hold a team discussion to review established processes.	
	<input type="checkbox"/> Schedule a <a href="#">Team Building Event</a> . (Source: <a href="#">Mindtools.com</a> )	

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<input type="checkbox"/>	<b>PERFORMING STAGE</b>	
	<input type="checkbox"/> Delegate your projects and tasks.	
	<input type="checkbox"/> Focus your efforts on team development.	
<input type="checkbox"/>	<b>ADJOURNING STAGE</b>	
	<input type="checkbox"/> Acknowledge the transition with team members while directing their focus on these activities: <ul style="list-style-type: none"> <li>• <b>Completion of remaining work</b></li> <li>• <b>Evaluation of the team’s processes and results</b></li> <li>• <b>Team meeting to identify lessons learned</b></li> <li>• <b>Closing celebration to acknowledge the contributions and accomplishments of the team</b></li> </ul>	

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*Sources:*

*MIT Human Resources*

*Mind Tools*

*Bruce Tuckman*

*Myers Briggs Type Indicator*