



6 TEAM CONDITIONS

Fast Team Formation Protocol

Step 1: Primary Purpose (Minute 1-2)

- What is our primary objective for this procedure?
- Does anyone have questions or elaborations?

Step 2: People & Resources (Minute 3-4)

- Each person gives his her name (no need for pedigrees), and briefly describes any special training or experience that could help the team achieve its purposes.

Step 3: Team Roles & Norms (Minute 5-6)

- What is each person's role on the team?
- What must we be sure to always do as we work together today?
- What should we be careful never to do?

Step 4: Special Circumstances (Minute 7-8)

- Are there any special complexities or constraints we need to attend to?
- How will we deal with them?

Step 5: Concerns & Uncertainties (Minute 9-10)

- What remaining questions or concerns should we address before we begin?
- Important: Each team member is asked in turn for any questions or concerns.

Principles

- 1) **Privacy** - Hold the briefing in a place where others cannot overhear it.
- 2) **Presence** - Begin only when all participants are present.
- 3) **Faces** - Members are identifiable and making eye contact.

4) **Fast** - Each step takes 2 minutes or less.

5) **Facilitator** - One person is responsible for facilitation and time-keeping.