

## TEAM PLAN template Date-



**Team Plan** - identifies the technical, personal and practice based support and development the team need to do a good job, the plan includes:

1. Team one-page profile and purpose
2. One-page profiles for each team members (Held in a separate document)
3. Team Review and team goals
4. Social Contract
5. Team Promises (how we are going to work together)
6. Team Roles and Responsibilities
7. How will we be a team
8. How will we make decisions
9. Team support and conflict resolution
10. Feedback (best ways to give feedback and what people want feedback on)
11. Communication charts (so that people know the best ways to keep in touch)
12. Stress and Support (best ways to support each other when stressed)
13. Work history graphic and aspirations
14. 5 ways to wellbeing plans

## PURPOSE

Short statement about the purpose of our team;

**TEAM ONE PAGE PROFILE -**

IMPORTANT TO US	WHAT PEOPLE LIKE & ADMIRE ABOUT US	HOW BEST TO SUPPORT US

## TEAM REVIEW

WHAT'S WORKING/GOING WELL	WHAT'S NOT WORKING/NOT GOING WELL

## GOALS

**What are we focused on this year as a team?**

**How will we know we are progressing and developing? What will it look like at the end?**

**How will we keep track?**

## **SOCIAL CONTRACT**

An agreement on how we will work together including people's individual commitments:

## TEN TEAM PROMISES

## TEAM ROLES AND REPSONSIBILITIES

What needs to be done in our team (beyond our individual tasks) – tasks such as roster, cover annual leave, updates, reports etc etc.

What roles do we need team members to take up?

Planner, House keeper, Chair of Meetings etc

## HOW WILL WE BE A TEAM

**Team communication, gatherings and problem solving**

**How we will communicate with each other day to day i.e. What's App, Slack etc**

**How often we will meet together - when and where? What the structure for our meetings will look like**

**How we will call on each other for support to problem solve and what will our Buddy System look like:**



## **HOW WILL WE MAKE DECISIONS**

**Team agreement on how we will make decisions and what method we will use :**

## **TEAM SUPPORT AND CONFLICT RESOLUTION**

**Clarity on what support is available to the us and how we will call on this – this may include Technical advice, Practice Advice and team support Coach.**

**Alongside this a clear agreement on the process to follow should we require support to resolve conflict.**

## FEEDBACK

Team member name	When- times, days available	How- email/text/phone	What else I would like you to know

## BEST WAYS TO COMMUNICATE WITH ME

Team member name	How to get in touch me and when the best times are



## WORK HISTORY

TO BE COMPLETED, USE TEMPLATE

## 5 WAYS TO WELL BEING PLANS

TO BE COMPLETED