

Sustaining the TMP Using the My Team Application with Your Team

Intention – To create greater team alignment and clear next steps focusing on a project the team is working on.

Design – This initiative is about team performance on a specific project so is quite different than using Pacing. Due to this you may want direct support from the team leader at various points which are noted below. You may actually want the team leader to drive this initiative and you act as a support to the leader in getting the My Team data shared.

This initiative will take the use of the TMP to a whole new and valuable level!

<p>Send email regarding using the My Team application</p>	<p>Available in the Sustainability Resource page.</p> <p>Decide in conjunction with the team leader who this email should come from and then edit as needed</p>
<p>Time frame</p>	<p>Provide 2 – 3 weeks prior to the team meeting where results will be discussed.</p>
<p>Key Points</p>	<ul style="list-style-type: none"> • The use of the My Team application requires a clear focus on a specific project and everyone participating needs to understand that is the focus. • Some teams do not have projects that the entire team focuses on. If this is the case then split the use of the My Team application up so it is used by the members of the team that do have a specific and shared focus. You can then use it with another sub group after that and so on. • It is highly likely that as participants share their My Team reports, conversations prior to the team meeting will occur about the reports. This is a good thing! • The team meeting to generate alignment and next steps will need to be facilitated. Often the team leader is the best person to facilitate so they need to be prepared. The best way to do this is to ensure the leader understands the My Team application and the process of using it right from the start of this initiative. • When a My Team report is saved, so are the responses to the individual questions. Sometimes people will focus on these questions rather than the whole work function and that is fine too!
<p>Questions/points you might get asked</p>	<ul style="list-style-type: none"> • General questions about navigating the HUB. <ul style="list-style-type: none"> ○ Make sure you drive self management in your responses here. If you have used the draft email for this initiative they really have all the information needed. ○ On occasion the access email from TMSProfiles gets directed to Spam or Junk. Get people to check those folders if they do not see the access email. • I don't know enough about this project to complete the My Team application. <ul style="list-style-type: none"> ○ This almost always means the person is not directly involved enough in the project to participate effectively. You want to avoid this situation by ensuring only those knowing enough about the project are actually participating in this initiative. • I don't want to share my report with the rest of the team? <ul style="list-style-type: none"> ○ Usually this means they have looked at other reports shared with them and theirs is different so there is a concern over that difference. Before using the My Team application you need to be sure the team is ready to have conversations about these kinds of differences. ○ This situation is best handled by the team leader so they can either deal with the situation noted above or deal with the person's concerns.

Next steps

- It is often valuable to schedule another use of the My Team application a month or two down the road focusing on the same project to see what progress is being made.
- Encourage people to continue using the My Team application in other situations. It can be effectively used by the leader of a team even if the rest of the team has not used the TMP. In this case the leader is getting additional data about their perspectives on team performance that they can then act on.
- You may want to let people know about the other applications they can request for their own use.
- It may be a good time now for you to use the Sustainability Resource discussion group to share your experiences and ask others about theirs.
- You may also want to review some of the other applications and design initiatives using them.