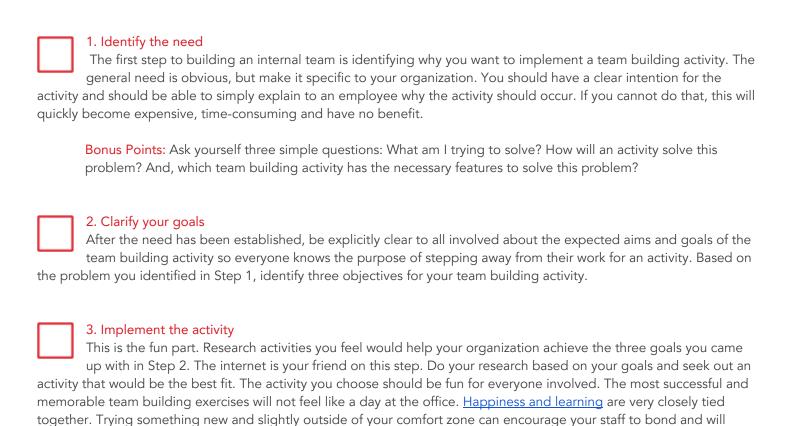# Building Internal Teams Checklist

There's no way to overstate how important building a great team is to a business' success. 97% of employees and executives believe lack of alignment within a team impacts the outcome of a task or project. The quality of the work you do will depend on the quality of the team behind it. Plus, team building boosts employee engagement. Employee engagement is one of the most crucial elements of successful companies. It demonstrates how much employees care about the company's mission, and how hard they're willing to work to ensure the company succeeds.

When it comes to assembling, motivating and keeping a great team happy so that they can flourish in your business, the benefits are tenfold. Use this checklist to strategize and brainstorm how to get your employees active and involved in the team building process!

Teamwork Makes the Dream Work

☐ **1. Identify the need**
The first step to building an internal team is identifying why you want to implement a team building activity. The general need is obvious, but make it specific to your organization. You should have a clear intention for the activity and should be able to simply explain to an employee why the activity should occur. If you cannot do that, this will quickly become expensive, time-consuming and have no benefit.

Bonus Points: Ask yourself three simple questions: What am I trying to solve? How will an activity solve this problem? And, which team building activity has the necessary features to solve this problem?

☐ **2. Clarify your goals**
After the need has been established, be explicitly clear to all involved about the expected aims and goals of the team building activity so everyone knows the purpose of stepping away from their work for an activity. Based on the problem you identified in Step 1, identify three objectives for your team building activity.

☐ **3. Implement the activity**
This is the fun part. Research activities you feel would help your organization achieve the three goals you came up with in Step 2. The internet is your friend on this step. Do your research based on your goals and seek out an activity that would be the best fit. The activity you choose should be fun for everyone involved. The most successful and memorable team building exercises will not feel like a day at the office. Happiness and learning are very closely tied together. Trying something new and slightly outside of your comfort zone can encourage your staff to bond and will boost morale.

Bonus Points: These activities should not feel like a lesson. Seek out an event involving time spent together, sharing personal experiences or working toward a common goal. This way, bonding happens organically.

4. Identify measures of success

Your team building activities should have key performance indicator targets just as your business activities do. Based on the goals you've established in Step 2, develop a set of KPI's that will make it abundantly clear whether your activity achieved what you set out to do. These need to be tangible by way of surveys or some sort of feedback process. For example, you could send out a feedback survey. This would also be an opportunity to ask your staff what they thought worked and could be improved upon, so you can improve your next activity.

5. Consult your team

Ask you team for feedback. If they are commenting to each other about the pointlessness of the activity, they will shudder when your next exercise comes along. There are so many examples of cringe-worthy team activities online and you wouldn't want to be another example of what not to do. If you are open with your staff and open up communication channels where everyone can be honest, this will be a fruitful exercise. Open communication is difficult for many organizations and this is an opportunity to break down those walls and welcome honest feedback.

6. Consolidate your results

Here's what not to do: finish the activity, call it a day and continue business as usual. This is a huge mistake and turns what could have been the start of a strong internal team into a wasted afternoon. Capitalize on the gains you have made by keeping a meticulous record of everything that came from the activity. This includes how your employees interacted and what outcomes there were. Track every metric possible to get a good grasp on what you achieved or did not achieve. If it was not the perfect team-building activity the first time - don't fret! You are on your way to creating an incredibly engaged and passionate organization.

To Do:

List the three goals you would like to accomplish through a team-building activity

1.

2.

3.

How can those goals be reached?

Chosen activity: _____

Keep it Going

When co-workers are asked to work on a project outside the scope of normal job duties, they relax and let their guard down. After all, no one will be fired for not solving the scavenger hunt the fastest or not finishing an escape room the quickest. When these walls are lowered, people engage in creative dialogue to find solutions to the task at hand. Co-workers realize they are part of a team with a variety of ideas that can help solve problems. They will start to recognize the strengths of each person. The result is greater trust among coworkers when they return to the daily office tasks.

Most team building falls flat because it is a one-time activity - done and then forgotten. It is crucial to find ways to keep these activities exciting and to keep the excitement going. The challenge is creating opportunities for people to connect and interact in meaningful ways, outside of regular meetings or presentations. Make sure each team building activity is more engaging than the last and gives you more insight into personal strengths and weaknesses.

Here at IQTalent Partners, we know great teams. We build them every day. And building strong internal teams is just as important as recruiting the top talent you need in the first place. Learn how you can start building your team with IQTalent today!