

Align your Team



Create a Vision for Your Team

Step 1: Discuss/review the organizational vision, values, and objectives and how your team/role can help the organization achieve its vision and objectives and live by the stated values.

Step 2: Review the personal values you identified that were important to you in the Lead by Example section and re-write them here.

Step 3: Imagine yourself one year from now reading from your journal and reflecting back on how your team/department performed. As you are reading your journal, you notice that everything went exactly as you would have liked. You and your team/department lived by the values that were important to the organization and to you as a leader, were balanced and focused on the highest priorities, and achieved everything it set out to do.

What did the team/department accomplish?

What were the values to team/department lived by? How was the team/department together?

Create a Vision for Your Team Continued

Sample vision:

“Our purpose is to deliver this project on time and on budget. By doing so we will help our client be wildly successful in their business and in turn they will be loyal to us and value our services. We will be a cohesive team with people who support each other, are responsive to our clients, and we’ll have fun in the process.”

“Be the organization’s eyes and ears with the health of the organization in mind. Provide information enterprise-wide that establishes a true picture of the dynamics of the organization. Offer suggestions where necessary and foster a creative approach to improving practices while aligning with the overall Mission Statement, Vision Statement and Statement of Core Values. Trust each other and work together for the common success of the TEAM. Adopt integrity in all actions, set high expectations and stretch boundaries to constantly grow individually and as a team while helping the organization move in the right direction.”

Step 4: Create your vision for your team by responding to these questions.

What is it that your team is designed and destined to do (its purpose)?

What is the ideal future state of the team?

Describe how you envision the team will get there. What are the ways in which you expect the team to operate? What concisely describes how the team will be together? What will the culture of the team be like?

Create a Vision for Your Team Continued

Step 5: Identify how you will communicate your vision and gain commitment from your people. Ideas may include:

- During team meetings, 1-1s, and in ad hoc conversations.
- Create a story about your vision.
- Communicate a metaphor to help convey your message.
- Practice talking about your vision.
- Make presentations to executives, at All-staffs, etc.

Step 6: Check your vision

- ✓ Is your vision compelling? Would people want to be part of it?
- ✓ Does it constitute a deeper or broader aspiration than just describing the work that gets done in the team?
- ✓ Do all team members understand it and agree with it?
- ✓ Does it contain themes that team members find meaningful and memorable
- ✓ Can one repeat it easily if asked?