

Annex 1

TEAM BUILDING PROJECT ACTION SHEET

CONCERNS ABOUT THE WAY OUR TEAM FUNCTIONS:

1. Insufficient communication
2. Lack of understanding of secretary's role
3. Too much work, especially paperwork . . .
- 4.
- 5.
- 6.

SUGGESTIONS FOR DEALING WITH THESE

1. Regular meetings to discuss what's coming up, concerns, etc.
2. Immediate meeting to clarify roles, expectations
3. Immediate meeting to discuss ways to become more organized . . .
- 4.
- 5.
- 6.

WORK HABITS TO BE IMPROVED

SUGGESTIONS

1. . . .
- 2.
- 3.
- 4.
- 5.
- 6.

SUGGESTIONS FOR MAKING OUR TEAM MORE EFFECTIVE:

(In teams with more than one officer, the last section can be repeated, or different names identified.)

SECRETARY WILL DO:

WON'T DO

WILL IMPROVE:

1. Schedule appointments
2. Arrange quiet time
3. Make more suggestions
4. Help make TO DO lists
5. . . .
- 6.

Accept too
little information

Place all calls

Filing System

OFFICERS WILL DO:

WON'T DO

WILL IMPROVE:

1. Make own calls
2. Say where they are going/
How long
3. Agree priorities with
other members of team

Procrastinate

Handwriting

Have everything typed
. . .