

Establishing the Total Team

Tools and Tips to Developing Strong Communication and Connections with your Audit Team

Overview

- Team dynamics
- One-on-ones – team leader : team member connection
- Team building – connecting team members
- Virtual Teams – bridge the gap of time and space

Team dynamics

- Preferences
- Communication Styles
- Handling Conflict
- Establishing Trust

One-on-ones

- Coaching/Development focus (not a review of a task list)
- Ask questions
 - Get to know your individual team members
 - 10-10-10
 - “How I Want to Be Coached & Motivated”
 - Get Feedback
 - Start-Stop-Continue
- Listen and follow up
 - Note sheet

Team building

- Forming/Get-to-Know/Expectations
- Check-ins
- Lessons learned debrief
- Facilitated or not?
- Management or not?
- Stakeholders

Virtual Teams

Four elements of successful virtual teams:

1. Ensuring effective communication
2. Creating accountability/trust
3. Managing conflict and handling misunderstandings
4. Developing work systems to get deliverables out the door

Assume positive intent