



The Capella Group

YOUR DREAM TEAM

Three More Keys to Clarity

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Overview

Before you start creating your team, it's important to know:

- ◆ Why you want a team – the purpose
- ◆ How you relate to others
- ◆ How you prefer to be treated
- ◆ Your favorite ways to view and process opportunities and challenges

Knowing all this helps you:

- ◆ Understand the purpose of your team
- ◆ Communicate to others how you interact with people and what you need back
- ◆ Develop a balanced team—one that covers a variety of perspectives

This guide includes:

- ◆ 3 worksheets:
 - ✓ Know Your “Why”
 - ✓ How Do I Relate/What Do I Prefer?
 - ✓ Favorite Ways to Contribute



Know Your Why

Worksheet

Why do I want a team? Pick as many as apply; add your own!

- Collaboration
 - Encouragement
 - Reduce isolation
 - Goal setting
 - Extra hands to help with tasks
 - Accountability
 - Brain power
 - Sounding board—they listen
 - Advice
 - Added skills
 - Expanded circle of contacts
 - Referrals
 - Partners for subcontracting
 - Other:
-



Questions

1. How might my choices above impact what I need from a team; how I set it up; who I need on my team?

2. In a nutshell, what is the purpose of my team? (For example: The purpose of my team is to help me think through ideas and collaborate on projects. It will help me expand my circle of contacts, increasing referrals and resources for my business).



How Do I Relate & What Do I Prefer

Worksheet

This is a two-part exercise. **Please be sure you've read this section of the book first for some important context for this exercise.**

In Part 1, you'll pick one phrase from each pair that describes your usual, visible behavior – **how you relate to others** – *most* of the time. Example:

Candid; matter of fact; straight forward

Tactful; sensitive regarding other's feelings

In Part 2, you'll have the same pairs of phrases but this time, you'll pick the phrase which best describes **how you prefer to be treated by others**—behaviors from others that motivate you.

Example:

Low key; democratic; suggest and ask

Directive; share opinion easily; vocal—tell others what to do

Knowing this will help you:

- ◆ Explain to potential team members (or current ones, if you've got a team) how you relate to others
- ◆ Communicate how you prefer to be treated by others
- ◆ Reduce the likelihood of unhealthy conflict that comes from unmet needs
- ◆ Decide what qualities of relating are most important to you for your team



HOW DO I RELATE?

Pick a phrase from each pair below that best describes how you relate to others *most of the time*. This is your **visible**, strength behavior or you on a “good day”.

___ Candid; matter of fact; straight forward

___ Tactful; sensitive regarding other’s feelings

___ Good listener; reserved; quiet

___ Sociable; outgoing friendly

___ Spontaneous; flexible

___ Organized and sequential; detailed

___ Low key; democratic; suggest and ask

___ Directive; share opinion easily; vocal—tell others what to do

___ Practical; factual; solution oriented

___ Empathetic; creative; easy to confide in; listens to others problems

___ No surprises; conventional; stability; value tradition

___ Innovative; independent; value individual talents and contributions

___ Decisive; assess situations quickly; value speed of decisions

___ Thoughtful; thorough examination of data; value depth of decisions



HOW DO I PREFER TO BE TREATED?

Pick a phrase from each pair below that best describes how you prefer to be treated by others—the behaviors from others that naturally motivate you most of the time. This is also known as “What do I need or expect from my environment?” These preferences are **invisible** to others, making it important to communicate them.

___ Candid; matter of fact; straight forward

___ Tactful; sensitive regarding other’s feelings

___ Good listener; reserved; quiet

___ Sociable; outgoing friendly

___ Spontaneous; flexible

___ Organized and sequential; detailed

___ Low key; democratic; suggest and ask

___ Directive; share opinion easily; vocal--tell others what to do

___ Practical; factual; solution oriented

___ Empathetic; creative; easy to confide in; listens to others problems

___ No surprises; conventional; stability; value tradition

___ Innovative; independent; value individual talents and contributions

___ Decisive; assess situations quickly; value speed of decisions

___ Thoughtful; thorough examination of data; value depth of decisions



QUESTIONS

Here are some things to consider, based on the choices you made from the paired phrases. There's no right or wrong way to approach this. It's meant to help you fine tune what you need and who you'd like to invite to your team.

You may even consider having potential team members do this exercise, as you won't know what their needs are until they take it, as those are hidden.

1. Are the behaviors I find motivating different from—or similar to—how I relate to others?
 2. How might this impact:
 - ◆ What I need from a team (i.e., candid, straight forward communicating? A more thoughtful approach?)
 - ◆ Who I need on my team? (i.e., a variety of styles of relating? Other?)
 3. How might my usual style of relating to others impact people with opposite needs? (i.e., if my style is candid and direct most of the time, how might that feel to someone whose needs tact and sensitivity?)

Word pair exercise © Corbett Consulting Group. Concept based on The Birkman Method®.



Favorite Contributions

Worksheet

How do I like to contribute?

Knowing your favorite way to contribute to situations, goals or challenges helps you understand your strengths as well as areas that aren't your favorites that you may want to have covered by your team members.

Instructions:

Here are four broad areas of preferred contributions. Please read all four and then answer the questions that follow.

<p><i>I like to:</i></p> <ul style="list-style-type: none"> • Build; organize; see finished products; solve problems with minimal emphasis on planning. • Focus on Expediting / Technical aspects or tasks. • Consider the Present. "What's going on right now/this week?" "What can we do now?" 	<p><i>I like to:</i></p> <ul style="list-style-type: none"> • Sell; promote; persuade; motivate; work with people. • Focus on Communications / Marketing aspects or tasks. • Refer to the Present. "What's going on right now/this week?" "What can we do now?"
<p><i>I like to:</i></p> <ul style="list-style-type: none"> • Schedule activities; do detailed work; control; work with and apply numbers to situations. • Focus on Fiscal / Administration aspects or tasks. • Consider Past Precedent. "What did we do in the past? Have we ever dealt with something like this before?" 	<p><i>I like to:</i></p> <ul style="list-style-type: none"> • Plan; deal with abstraction; think of new approaches; innovate; work with ideas. • Focus on Creative Planning / Design aspects or tasks • Consider the Future. "What's the possibility here?" "What if we did 'XX' in the future?"

Based on the Birkman International Lifestyle Grid™



QUESTIONS

1. Whenever you are presented with a situation, problem or decision, what is your first or favorite response?

2. How might this impact what I need from a team; how I set it up; whom I need on my team?

