

**THE TEAM-BUILDING TOOL KIT: TIPS,
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WORKPLACE TEAMS BY DEBORAH
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The *Team Building* **Tool Kit**

**Tips, Tactics, and Rules
for Effective Workplace Teams**

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About the Author

DEBORAH HARRINGTON-MACKIN (North Bennington, VT) is president and founder of New Directions Management Services, specializing in training in total quality management, team building, work teams, customer service, and supervisory skills.

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Workplace teams need to be effective just as professional sports teams do. This problem-solving reference lays down the guidelines for team leaders and members. It discusses how to: define the roles and responsibilities of team members; select team members and encourage positive behavior; facilitate participation at team meetings; deal with the fear of losing control; evaluate and reward teams; determine what kind of training to offer. The author uses bullet-points to make tips and rules easy to grasp, and end-of-chapter questions to illuminate key issues.

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