

Activities (Team Discussions) ¹

Templates/Questionnaires ² Save ³

Downloads ⁴

Learn more ⁵

1	Engage: Plan Your Team Journey				
	📄 Aston Team Journey - essentials				<ul style="list-style-type: none"> 📖 Why focus on teams? 📖 Teams and team types 📖 Leading team discussions 📺 Video: Michael West - Why teams?
	📄 Register your team				
	📄 Plan your team journey	📄 Planned time-line			
	📄 Engage team members			📄 Facilitation style ⁶	
	📄 Reflect on leadership style	📄 Leadership preference		📄 Adaptive leadership styles	
📄 Aston Team Journey Guidance Notes					

2	Assess Team Effectiveness				
	👥 Assess team effectiveness	⚙️ Aston Real Team Profile +	↻		📖 About the dimensions of the ARTP+

3	Confirm Team Identity				
	👥 Define the team purpose	👉 Team purpose	📄	📄 Agenda item: team purpose ⁶	<ul style="list-style-type: none"> 📖 How is team identity created? 📖 Can team identity be too strong? 📖 Team identity for members of more than one team
	👥 Confirm team membership	👉 Team membership	📄	<ul style="list-style-type: none"> 📄 Facilitation style ⁶ 📄 Clarifying membership with individual team members ⁶ 	
	👥 Develop team operating principles	⚙️ Team Operating Principles Review	↻		
👥 Describe the team community	👉 Team community map	↑	📄 Sample community maps		

4	Agree Team Objectives				
	👥 Check current team objectives	⚙️ Team Objectives Checklist	↻		<ul style="list-style-type: none"> 📖 What is so smart about SMART objectives?
	👥 Develop team objectives	<ul style="list-style-type: none"> 📄 Activities to objectives 📄 Outcomes to objectives 	↑	<ul style="list-style-type: none"> 📄 Example team objectives 📄 Advantages and potential risks of diff. approaches 	
	👥 Identify team objective dependencies	📄 Team objective dependencies	↑		
	👥 Develop performance indicators & standards	📄 Developing performance standards	↑		
👥 Align team objectives	📄 Aligning team objectives	↑			

5	Increase Role Clarity				
	👥 Align team roles to team objectives	📄 Alignment of team roles to objectives	↑		<ul style="list-style-type: none"> 📖 Why is role clarity important to team effectiveness? 📖 How other teams have improved role clarity
	👥 Develop a team knowledge and skills profile	⚙️ Team Knowledge and Skills Profile	↻		
👥 Review role clarity	⚙️ Role Clarity Review	↻			

6	Improve Decision Making				
	Create a team decision making profile	Team decision making profile			Features of effective team decision making
	Assess team climate	Team Climate Assessment			
Review team decision making	Team Decision Making Review				

7	Maintain Effective Team Communication				
	Carry out a team meeting audit	Team Meeting Audit			Participative safety for effective communication Some ideas for improving meetings
	Evaluate team meetings	Team Meeting Evaluation			
	Review information sharing	Information Sharing Review		Interpreting the Information Sharing Review	
Review communication skills	Team Communication Skills Audit				

8	Increase Constructive Debate				
	Build team reflection	Team reflection agenda and notes	 	Selected questions for a team review session	About constructive debate
Increase positive challenging	Positive challenging discussion plan				

9	Improve Inter-team Working				
	Map interdependencies	Interdependency work			About inter-team working
	Develop co-operative relationships	Develop co-operative relationships action plan			
Review inter-team relationships	Inter-team Working Review				

10	Reassess Team Effectiveness				
	Reassess team effectiveness using the ARTP+	Aston Real Team Profile +			
Assess team effectiveness using the Aston Team Performance Inventory			ATPI dimensions ATPI sample report		

KEY
Stages:
Planning stage
Assessment stage
Development stage
Save options :
Upload option
Jotter option
Saved automatically
Resources:
Team discussion
Team questionnaire
Essential information
Template
Notes
PDF download
Video
Reading

NOTES
¹ The Aston Team Journey is based around team discussion.
² Use templates and questionnaires to generate documents and reports to aid or record team discussions.
³ Save or upload notes and completed templates to the system. Questionnaire reports are saved automatically.
⁴ View or download additional material for selected activities.
⁵ Access further reading and video material at stage level.
⁶ Download from Team Coach Tip, right column.