

Team Development Toolkit: Adjourning



Definition	The project or team ends, or a member exits, and the group is disbanded or returns to the forming stage as new members join.
Current State & Future Stage Goals	Celebrate team accomplishments and individual transitions.
Looks, Sounds, Feels Like	• Fulfillment • Sadness • Grief or loss • Gratitude • Recognition • Closure
Tips	• Ensure everyone is well positioned for whatever they do next. • Share learning points through reflection and then document them effectively.
Actions by Stage View Adjourning Resources on the Team Development Toolkit webpage.	• Plan and host an inclusive celebration acknowledging team and individual contributions. • M365 Viva Insights: Boosting Recognition & Wellbeing at Work

Unsure of which stage your team is in? Complete a [Team Development Stage Assessment](#).