

Team Development Toolkit: Forming



Definition	The team meets and learns about the challenges and opportunities and agrees on goals and processes. The team members behave independently. The team gets to know one another and starts to establish working patterns.	
Current State & Future Stage Goals	Build relationships, establish clarity, and set expectations.	
Looks, Sounds, Feels Like	• Anxiety • Politeness • Slower productivity • Many questions • Messy	• Impatient • Excitement • Eagerness • Cautious
Tips	• Create a space where people feel safe to be themselves and don't have to worry about without judgement. • Facilitate exercises that can help the team get to know each other, clarify roles and expectations and build relationships that will help the team succeed.	
Actions by Stage View Forming Resources on the Team Development Toolkit webpage.	• Team Meeting Agenda Template ◦ Use this to facilitate your team discussions and increase meeting effectiveness. • Create Team Agreements • DISC, MBTI, StrengthsFinder ◦ Learn and appreciate your own strengths and how to help the team.	

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