

# Taking A Proactive Approach With Team-Building

## Action Planning

### Action 1

**Team Common Goals & Values**



Arrange and plan an offsite meeting with your team where you can come up with a set of common team goals that you will all work and aspire to. These should be built into SMART objectives and split as both team and personal objectives to achieve.

### Action 2

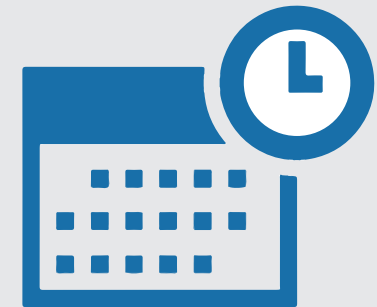
**Create An Onboarding Process**



Invite your team to input into creating an Onboarding Process for new starters. This should include a 1-2 week plan which details actions and activities every day to be carried out by different members of your team. Particular focus needs to be on day 1.

### Action 3

**Set Up A Social Calendar & Maintain**



Take a proactive approach and work with your team to create a Social Calendar which has regular events where you all get together outside of work to build relationships and keep momentum high. Vary these events so they suit everyone across the team.

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