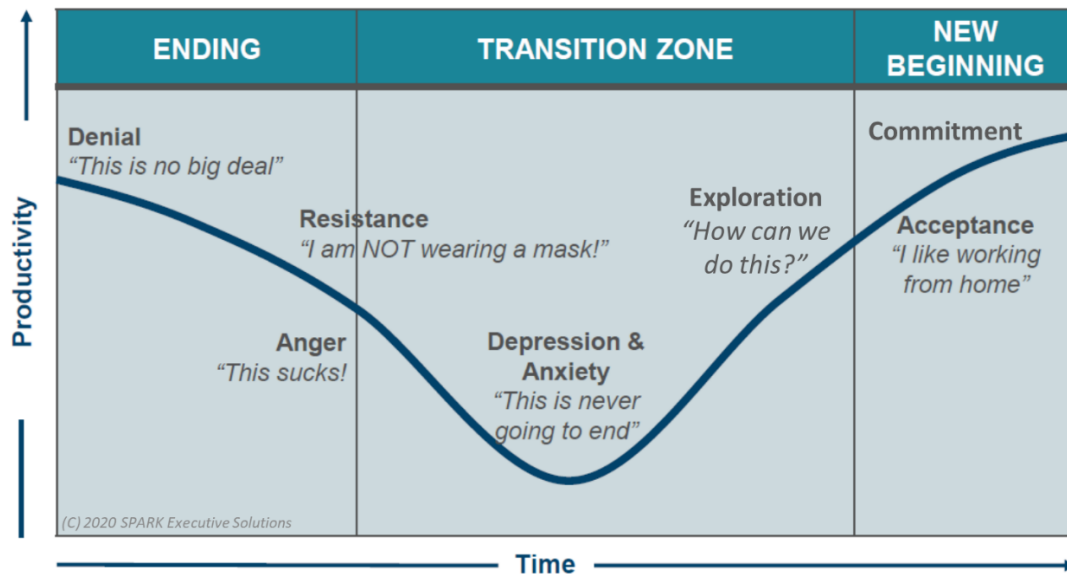


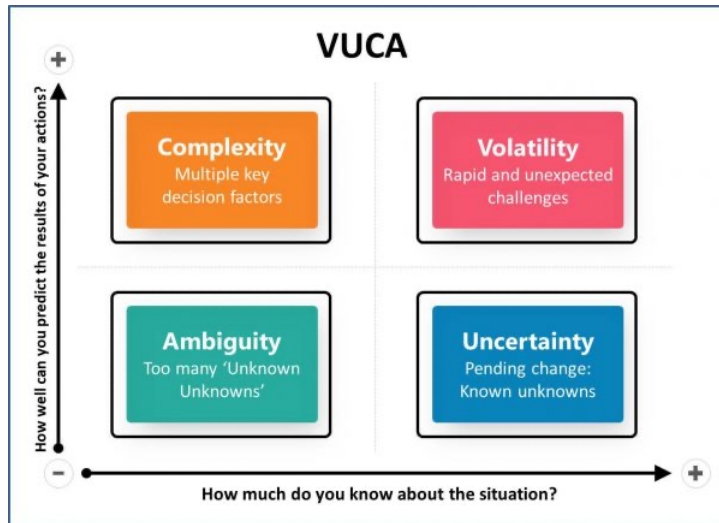
Embracing Change



There are three stages in transitions. At any point in time, people may experience all three stages at once. **It is not a linear process.**

- Ending:** Accepting, letting go of, and saying goodbye to old ways.
 - Understand what you feel you are losing.
 - Define what's over and not over.
 - Mark the endings with celebration.
 - Accept the reality of the loss.
- Transition Zone:** The in-between time. The most uncomfortable time as we move away from the known to a new world of unknowns before it is fully realized.
 - Create temporary systems.
 - Be Creative.
 - Build relationships and connections.
 - Redefine by creating a metaphor.
- New Beginning:** We are comfortable with our "new normal."
 - Revisit the purpose of the change.
 - Draw a mental picture of perfection.
 - Lay out a plan.
 - Reinforce the new.
 - Expect ambivalence.

Living in a VUCA World



Volatility	Vision: Clear direction and gather data to inform.
Uncertainty	Understanding: Awareness of challenges and opportunities.
Complexity	Clarity: Simplify complex issues / Restructure the questions.
Ambiguity	Agility: Adapt, experiment, generate hypothesis and test.

How to Lead and Participate in Team Collaboration

Successful team collaboration requires **effective communication, trust-building, and goal alignment**. Here are best practices for each:

1. Communication: Creating Clarity & Open Dialogue

For Leaders:

- Set clear communication norms (e.g., meeting schedules, response times).
- Foster psychological safety so team members feel safe sharing ideas.
- Use multiple communication tools (meetings, emails, project boards).
- Be transparent with information and expectations.
- Encourage constructive conflict resolution.

For Team Members:

- Actively listen and ask clarifying questions.
 - Seek feedback and communicate openly.
 - Avoid assumptions—verify details when needed.
 - Use the right communication channel for the task.
-

2. Trust-Building: Strengthening Team Relationships

For Leaders:

- Model accountability by delivering on commitments.
- Recognize and appreciate contributions regularly.
- Encourage vulnerability—admit mistakes and create a safe space for growth.
- Foster a culture of respect and inclusion.
- Empower team members by trusting them with responsibilities.

For Team Members:

- Be reliable and follow through on commitments.
 - Show respect for colleagues' ideas and perspectives.
 - Assume positive intent when resolving conflicts.
 - Give and receive feedback constructively.
 - Support peers and celebrate team successes.
-

3. Goal Alignment: Keeping the Team Focused & Productive

For Leaders:

- Define clear, measurable goals and milestones.
- Ensure every team member understands their role in achieving objectives.
- Regularly reassess priorities and adjust strategies as needed.
- Use tracking tools to monitor progress and accountability.
- Celebrate both small and big wins to maintain motivation.

For Team Members:

- Align personal tasks with team objectives.
- Take initiative and offer solutions to problems.
- Stay adaptable to shifts in strategy or priorities.
- Use shared project management tools for visibility.
- Keep yourself and others accountable for deadlines and deliverables.

Final Thought:

Strong collaboration leads to **higher efficiency, reduced conflict, and greater success**. Leaders should **set the tone**, and team members must actively **engage, support, and take ownership**. By applying these best practices, teams can work **smarter, not harder**.

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